

**Willamina City Council Agenda**  
**Regular Meeting**  
**Tuesday, September 11, 2018, 6:00 pm**  
**West Valley Fire District**  
**825 NE Main St, Willamina**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CORRESPONDENCE - none

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item is 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 – July 1 to 31, 2018 (information only)
2. Financials July 2018
3. Minutes from the August 14, 2018, City Council Meeting
4. Council to consider – Planter Pole Refurbishment In Downtown

REGULAR AGENDA

5. Council to consider – Oregon Main Street Network Associate Application
6. Council to consider – Resolution 18.19.006 A resolution to set Fees to be charged for Land Use applications
7. Council to consider – City Manager’s Annual Review
8. Council to consider – Appointment to the Library Board

MAYORS REPORT

COUNCIL LIAISON REPORTS

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

**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)*

INFORMATIONAL REPORTS FROM/CITY OFFICERS

5. City Manager
6. Sheriff's Report

EVENT CALENDAR- informational

PUBLIC HEARING-none

**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)*

# Consent Agenda

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>9627</b>										
07/18	07/10/2018	9627	110	A&E SAFE AND ALARM CO.	161646	1	10-12-5200	.00	59.85	59.85
07/18	07/10/2018	9627	110	A&E SAFE AND ALARM CO.	161646	2	10-65-5200	.00	59.85	59.85
07/18	07/10/2018	9627	110	A&E SAFE AND ALARM CO.	161651	1	10-67-5200	.00	59.85	59.85
Total 9627: 179.55										
<b>9628</b>										
07/18	07/10/2018	9628	4890	APRIL WOODEN	070118	1	10-13-5310	.00	50.00	50.00
Total 9628: 50.00										
<b>9629</b>										
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863503651	1	10-66-5140	.00	11.25	11.25
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863503651	2	20-11-5140	.00	3.31	3.31
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863503651	3	30-11-5140	.00	18.52	18.52
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863503651	4	40-11-5140	.00	33.07	33.07
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863513808	1	10-66-5140	.00	11.76	11.76
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863513808	2	20-11-5140	.00	3.46	3.46
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863513808	3	30-11-5140	.00	19.36	19.36
07/18	07/10/2018	9629	430	ARAMARK UNIFORM SERVICES	863513808	4	40-11-5140	.00	34.58	34.58
Total 9629: 204.47										
<b>9630</b>										
07/18	07/10/2018	9630	5757	Barbara Ball	070518	1	10-65-5111	.00	150.00	150.00
Total 9630: 150.00										
<b>9631</b>										
07/18	07/10/2018	9631	5678	Bob Burr	070118	1	10-13-5310	.00	50.00	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
Total 9631:										
<b>9632</b>										
07/18	07/10/2018	9632	1380	CARQUEST	062518	1	10-72-5137	.00	25.92	25.92
07/18	07/10/2018	9632	1380	CARQUEST	4758-168465	1	10-72-5137	.00	15.98	15.98
07/18	07/10/2018	9632	1380	CARQUEST	4758-168724	1	10-66-5504	.00	25.38	25.38
07/18	07/10/2018	9632	1380	CARQUEST	4758-168776	1	10-72-5137	.00	6.59	6.59
Total 9632: 73.87										
<b>9633</b>										
07/18	07/10/2018	9633	940	CASELLE, INC.	89101	1	10-12-5235	.00	1,200.00	1,200.00
Total 9633: 1,200.00										
<b>9634</b>										
07/18	07/10/2018	9634	890	CHARLENE BROWN	070118	1	10-67-5310	.00	200.00	200.00
Total 9634: 200.00										
<b>9635</b>										
07/18	07/10/2018	9635	1135	CITY OF YAMHILL	317	1	10-14-5211	.00	250.00	250.00
Total 9635: 250.00										
<b>9636</b>										
07/18	07/10/2018	9636	1210	CNH CAPITAL	IS70355	1	10-72-5507	.00	68.80	68.80
Total 9636: 68.80										
<b>9637</b>										
07/18	07/10/2018	9637	5677	Craig Johnson	070118	1	10-13-5310	.00	50.00	50.00
Total 9637: 50.00										
<b>9638</b>										
07/18	07/10/2018	9638	1580	DK QUARRIES INC	100821	1	10-66-5504	.00	815.09	815.09
07/18	07/10/2018	9638	1580	DK QUARRIES INC	100850	1	30-11-5504	.00	300.69	300.69

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9638:										
9639	07/18	07/10/2018	9639	5750 Giny Wymore	070118	1	10-13-5310	.00	50.00	50.00
Total 9639:										
Total 9638: 1,113.78										
9640										
07/18	07/10/2018	9640	2160 HONEY BUCKET		550695599	1	10-66-5200	.00	106.00	106.00
07/18	07/10/2018	9640	2160 HONEY BUCKET		550695600	1	10-66-5200	.00	106.00	106.00
07/18	07/10/2018	9640	2160 HONEY BUCKET		550695601	1	10-66-5200	.00	106.00	106.00
Total 9640: 318.00										
9641										
07/18	07/10/2018	9641	2260 ILA SKYBERG		070118	1	10-13-5310	.00	100.00	100.00
Total 9641: 100.00										
9642										
07/18	07/10/2018	9642	2270 ITEMIZER-OBSERVER		062218	1	10-12-5230	.00	35.00	35.00
Total 9642: 35.00										
9643										
07/18	07/10/2018	9643	5733 Jared Nunley		070118	1	40-11-5200	.00	500.00	500.00
Total 9643: 500.00										
9644										
07/18	07/10/2018	9644	3870 JUSTIN RIGGS		070118	1	30-11-5140	.00	250.00	250.00
Total 9644: 250.00										
9645										
07/18	07/10/2018	9645	2660 LEAGUE OF OREGON CITIES		2018-200409	1	10-12-5320	.00	1,757.71	1,757.71

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9645:										
9646	07/18	07/10/2018	9646	2670 LOCAL 737 - LABORERS INTL U	070118	1	10-00-2130	.00	228.24	228.24
Total 9646:										
9647	07/18	07/10/2018	9647	2900 MID-WILLAMETTE VALLEY COU	070118	1	10-12-5320	.00	1,180.00	1,180.00
Total 9647:										
9648	07/18	07/10/2018	9648	5755 Nataika Clink	062918	1	30-00-2300	.00	63.84	63.84
07/18	07/10/2018	9648	5755	Nataika Clink	062918	2	40-00-2400	.00	90.00	90.00
Total 9648:										
9649	07/18	07/10/2018	9649	3060 NW NATURAL	1363282-3 0	1	10-65-5415	.00	5.06	5.06
07/18	07/10/2018	9649	3060	NW NATURAL	1391658-0 0	1	10-67-5415	.00	26.60	26.60
Total 9649:										
9650	07/18	07/10/2018	9650	3300 ONE CALL CONCEPTS, INC.	8060516	1	30-11-5200	.00	24.95	24.95
Total 9650:										
9651	07/18	07/10/2018	9651	3160 OREGON DEPARTMENT OF RE	063018	1	10-14-5306	.00	106.00	106.00
Total 9651:										
9652	07/18	07/10/2018	9652	3500 PACIFIC SOLAR	2361	1	40-11-5540	.00	192.00	192.00
07/18	07/10/2018	9652	3500	PACIFIC SOLAR	2435	1	40-11-5540	.00	192.00	192.00
07/18	07/10/2018	9652	3500	PACIFIC SOLAR	2436	1	40-11-5540	.00	192.00	192.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>9653</b>										
	07/18	07/10/2018	9653	3590 PGE	062518	1	40-11-5415	.00	2,123.71	2,123.71
	07/18	07/10/2018	9653	3590 PGE	062518	2	10-67-5415	.00	83.18	83.18
	07/18	07/10/2018	9653	3590 PGE	062518	3	10-12-5415	.00	250.20	250.20
	07/18	07/10/2018	9653	3590 PGE	062518	4	30-11-5415	.00	2,913.98	2,913.98
	07/18	07/10/2018	9653	3590 PGE	062518	5	10-65-5415	.00	107.18	107.18
	07/18	07/10/2018	9653	3590 PGE	062518	6	10-66-5415	.00	52.16	52.16
	07/18	07/10/2018	9653	3590 PGE	062518	7	10-72-5415	.00	303.68	303.68
	Total 9653:									5,834.09
<b>9654</b>										
	07/18	07/10/2018	9654	3730 PRIMMISYS	9951831	1	10-12-5233	.00	200.00	200.00
	07/18	07/10/2018	9654	3730 PRIMMISYS	9951831	2	10-12-5234	.00	400.00	400.00
	Total 9654:									600.00
<b>9655</b>										
	07/18	07/10/2018	9655	3820 RECOLOGY WESTERN OREGO	9426149	1	10-66-5415	.00	34.74	34.74
	07/18	07/10/2018	9655	3820 RECOLOGY WESTERN OREGO	9426156	1	10-12-5415	.00	35.11	35.11
	07/18	07/10/2018	9655	3820 RECOLOGY WESTERN OREGO	9426453	1	30-11-5415	.00	10.71	10.71
	07/18	07/10/2018	9655	3820 RECOLOGY WESTERN OREGO	9426461	1	10-65-5415	.00	26.73	26.73
	07/18	07/10/2018	9655	3820 RECOLOGY WESTERN OREGO	9426479	1	10-72-5415	.00	149.60	149.60
	Total 9655:									256.89
<b>9656</b>										
	07/18	07/10/2018	9656	610 RITA BALLER	070118	1	10-13-5310	.00	50.00	50.00
	Total 9656:									50.00
<b>9657</b>										
	07/18	07/10/2018	9657	5753 River City Rock Star Academy	062518	1	10-65-5912	.00	150.00	150.00
	Total 9657:									150.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9658	07/18	07/10/2018	9658	5756 Robert Goodwin	070218	1	30-00-2300	.00	5.36	5.36
	07/18	07/10/2018	9658	5756 Robert Goodwin	070218	2	40-00-2400	.00	7.62	7.62
Total 9658: 12.98										
9659	07/18	07/10/2018	9659	4400 S & W ELECTRIC WORKS INC.	849	1	40-11-5540	.00	1,993.00	1,993.00
Total 9659: 1,993.00										
9660	07/18	07/10/2018	9660	4110 SHELDON OIL COMPANY	31260-1	1	40-11-5120	.00	130.72	130.72
	07/18	07/10/2018	9660	4110 SHELDON OIL COMPANY	31260-1	2	10-66-5120	.00	401.15	401.15
	07/18	07/10/2018	9660	4110 SHELDON OIL COMPANY	31260-1	3	10-72-5120	.00	385.22	385.22
	07/18	07/10/2018	9660	4110 SHELDON OIL COMPANY	31260-1	4	30-11-5120	.00	225.46	225.46
	07/18	07/10/2018	9660	4110 SHELDON OIL COMPANY	31260-1	5	20-11-5120	.00	86.47	86.47
	07/18	07/10/2018	9660	4110 SHELDON OIL COMPANY	31260-1	6	10-18-5120	.00	90.05	90.05
Total 9660: 1,319.07										
9661	07/18	07/10/2018	9661	5758 Shred It	8125144852	1	10-12-5137	.00	72.32	72.32
Total 9661: 72.32										
9662	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	1	10-12-5137	.00	54.13	54.13
	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	2	10-18-5137	.00	21.58	21.58
	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	3	10-65-5137	.00	131.66	131.66
	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	4	10-66-5137	.00	513.40	513.40
	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	5	10-67-5504	.00	239.98	239.98
	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	6	10-72-5137	.00	128.59	128.59
	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	7	20-11-5137	.00	89.90	89.90
	07/18	07/10/2018	9662	4160 SKYBERG'S	063018	8	30-11-5137	.00	78.77	78.77
Total 9662: 1,258.01										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9663	07/18	07/10/2018	9663	5635 SOLUTIONS YES	INV150770	1	10-65-5137	.00	44.02	44.02
	07/18	07/10/2018	9663	5635 SOLUTIONS YES	INV150770	2	10-12-5137	.00	332.70	332.70
	Total 9663:							.00	376.72	376.72
9664	07/18	07/10/2018	9664	4290 STAPLES CREDIT PLAN	2107035861	1	10-12-5137	.00	98.06	98.06
	Total 9664:							.00	98.06	98.06
9665	07/18	07/10/2018	9665	5754 Susan Barie	062818	1	30-00-2300	.00	7.29	7.29
	07/18	07/10/2018	9665	5754 Susan Barie	062818	2	40-00-2400	.00	10.30	10.30
	Total 9665:							.00	17.59	17.59
9666	07/18	07/10/2018	9666	5516 The Bulletin Board	2674	1	10-12-5230	.00	108.00	108.00
	Total 9666:							.00	108.00	108.00
9667	07/18	07/10/2018	9667	4540 THERESA MCKNIGHT	070118	1	10-13-5310	.00	50.00	50.00
	Total 9667:							.00	50.00	50.00
9668	07/18	07/10/2018	9668	5740 Thomas Holt	070518	1	10-12-5137	.00	149.99	149.99
	07/18	07/10/2018	9668	5740 Thomas Holt	1	1	10-12-5209	.00	320.00	320.00
	Total 9668:							.00	469.99	469.99
9669	07/18	07/10/2018	9669	4960 WATERLAB CORP	75009	1	30-11-5250	.00	255.00	255.00
	07/18	07/10/2018	9669	4960 WATERLAB CORP	75009	2	40-11-5250	.00	70.00	70.00
	Total 9669:							.00	325.00	325.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>9670</b>										
07/18	07/10/2018	9670	5551	Wright Business Graphics	4204675	1	30-11-5230	.00	285.44	285.44
07/18	07/10/2018	9670	5551	Wright Business Graphics	4204675	2	40-11-5230	.00	285.43	285.43
Total 9670: 570.87										
<b>9671</b>										
07/18	07/10/2018	9671	5020	XEROX	93784623	1	10-12-5606	.00	165.97	165.97
Total 9671: 165.97										
<b>9672</b>										
07/18	07/10/2018	9672	5150	YAMHILL COUNTY SHERIFFS O	063018	1	10-14-5313	.00	32.00	32.00
07/18	07/10/2018	9672	5150	YAMHILL COUNTY SHERIFFS O	070118	1	10-18-5217	.00	16,621.42	16,621.42
Total 9672: 16,653.42										
<b>9673</b>										
07/18	07/18/2018	9673	310	AMAZON	071018	1	10-65-5137	.00	514.82	514.82
07/18	07/18/2018	9673	310	AMAZON	071018	2	10-65-5102	.00	59.90	59.90
07/18	07/18/2018	9673	310	AMAZON	071018	3	10-65-5111	.00	21.96	21.96
07/18	07/18/2018	9673	310	AMAZON	071018	4	10-12-5137	.00	624.66	624.66
Total 9673: 1,221.34										
<b>9674</b>										
07/18	07/18/2018	9674	430	ARAMARK UNIFORM SERVICES	863534182	1	10-66-5140	.00	11.76	11.76
07/18	07/18/2018	9674	430	ARAMARK UNIFORM SERVICES	863534182	2	20-11-5140	.00	3.46	3.46
07/18	07/18/2018	9674	430	ARAMARK UNIFORM SERVICES	863534182	3	30-11-5140	.00	19.36	19.36
07/18	07/18/2018	9674	430	ARAMARK UNIFORM SERVICES	863534182	4	40-11-5140	.00	34.58	34.58
Total 9674: 69.16										
<b>9675</b>										
07/18	07/18/2018	9675	1380	CARQUEST	4758-169241	1	10-72-5137	.00	31.96	31.96
Total 9675: 31.96										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9676	07/18	07/18/2018	9676	990 CHEMEKETA COMMUNITY COL	S1025834	1	10-65-5200	.00	26.85	26.85
Total 9676:										
9677	07/18	07/18/2018	9677	1480 DEANGELO BROTHERS INCOR	4025828	1	10-66-5512	.00	8,463.00	8,463.00
Total 9677:										
9678	07/18	07/18/2018	9678	670 DEBRA J BERNARD	060118	1	10-12-5342	.00	82.80	82.80
Total 9678:										
9679	07/18	07/18/2018	9679	1580 DK QUARRIES INC	100897	1	30-11-5504	.00	243.45	243.45
Total 9679:										
9680	07/18	07/18/2018	9680	2610 LOCAL GOVERNMENT PERSON	13801	1	10-12-5320	.00	586.00	586.00
Total 9680:										
9681	07/18	07/18/2018	9681	2690 LOWES	902824	1	10-12-5504	.00	27.53	27.53
Total 9681:										
9682	07/18	07/18/2018	9682	2900 MID-WILLAMETTE VALLEY COU	1718379	1	10-17-5214	.00	900.07	900.07
Total 9682:										
9683	07/18	07/18/2018	9683	3070 NEWS REGISTER	80472	1	10-12-5230	.00	53.78	53.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9683:										
9684	07/18	07/18/2018	9684	3380 OREVAC WEST INC	3946	1	40-11-5504	.00	780.00	780.00
Total 9684:										
9685	07/18	07/18/2018	9685	3590 PGE	710000 7-6-1	1	10-19-5400	.00	1,589.35	1,589.35
Total 9685:										
9686	07/18	07/18/2018	9686	3820 RECOLOGY WESTERN OREGO	30142	1	10-12-5415	.00	483.67	483.67
Total 9686:										
9687	07/18	07/18/2018	9687	5759 Sarah Frost	071518	1	10-65-5101	.00	25.90	25.90
Total 9687:										
9688	07/18	07/18/2018	9688	5587 SHERWIN-WILLIAMS CO	OEO122153	1	10-66-5504	.00	666.76	666.76
Total 9688:										
9689	07/18	07/18/2018	9689	4380 SUPPLYWORKS	445039159	1	10-66-5137	.00	135.84	135.84
07/18	07/18/2018	9689	4380 SUPPLYWORKS	445543853	1	10-12-5137	.00	112.40	112.40	
Total 9689:										
9690	07/18	07/18/2018	9690	5130 YAMHILL COMMUNICATIONS A	FY19-01-WIL	1	10-18-5302	.00	2,007.25	2,007.25
07/18	07/18/2018	9690	5130 YAMHILL COMMUNICATIONS A	FY19-02-WIL	1	10-18-5302	.00	2,007.25	2,007.25	
Total 9690:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9690:										
9691	07/18	07/18/2018	9691	5080 YAMHILL COUNTY COMMUNITY	062718	1	10-68-5510	.00	200.00	200.00
Total 9691:										
9692	07/18	07/24/2018	9692	5736 AKME Concrete Construction	072518	1	10-81-5915	.00	7,600.00	7,600.00
Total 9692:										
9693	07/18	07/24/2018	9693	430 ARAMARK UNIFORM SERVICES	863544402	1	10-66-5140	.00	11.76	11.76
07/18	07/24/2018	9693	430 ARAMARK UNIFORM SERVICES	863544402	2	20-11-5140	.00	3.46	3.46	3.46
07/18	07/24/2018	9693	430 ARAMARK UNIFORM SERVICES	863544402	3	30-11-5140	.00	19.36	19.36	19.36
07/18	07/24/2018	9693	430 ARAMARK UNIFORM SERVICES	863544402	4	40-11-5140	.00	34.58	34.58	34.58
Total 9693:										
9694	07/18	07/24/2018	9694	530 AVENET LLC	071218	1	10-80-6001	.00	2,715.00	2,715.00
Total 9694:										
9695	07/18	07/24/2018	9695	700 BAKER AND TAYLOR BOOKS	4012270767	1	10-65-5913	.00	2,801.16	2,801.16
07/18	07/24/2018	9695	700 BAKER AND TAYLOR BOOKS	4012270767	2	10-65-5100	.00	170.69	170.69	170.69
Total 9695:										
9696	07/18	07/24/2018	9696	1380 CARQUEST	4758-169254	1	10-72-5137	.00	29.82	29.82
Total 9696:										
9697	07/18	07/24/2018	9697	1390 CASCADE COLUMBIA	726087	1	30-11-5108	.00	725.60	725.60

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>9697</b>										
07/18	07/24/2018	9697	1390	CASCADE COLUMBIA	726466	1	30-11-5108	.00	280.00-	280.00-
Total 9697: .00 445.60										
<b>9698</b>										
07/18	07/24/2018	9698	1020	CENTURYLINK	071118	1	10-12-5413	.00	366.09	366.09
07/18	07/24/2018	9698	1020	CENTURYLINK	071118	2	10-66-5413	.00	14.87	14.87
07/18	07/24/2018	9698	1020	CENTURYLINK	071118	3	10-66-5413	.00	80.72	80.72
07/18	07/24/2018	9698	1020	CENTURYLINK	071118	4	10-67-5413	.00	70.67	70.67
07/18	07/24/2018	9698	1020	CENTURYLINK	071118	5	20-11-5413	.00	29.76	29.76
07/18	07/24/2018	9698	1020	CENTURYLINK	071118	6	30-11-5413	.00	215.77	215.77
07/18	07/24/2018	9698	1020	CENTURYLINK	071118	7	40-11-5413	.00	260.04	260.04
Total 9698: .00 1,037.92										
<b>9699</b>										
07/18	07/24/2018	9699	1130	CITY OF WILLAMINA	1792.00 7-15	1	10-67-5415	.00	135.19	135.19
07/18	07/24/2018	9699	1130	CITY OF WILLAMINA	2235.01 7-15	1	10-66-5415	.00	141.91	141.91
07/18	07/24/2018	9699	1130	CITY OF WILLAMINA	2236.00 7-15	1	10-12-5415	.00	200.51	200.51
07/18	07/24/2018	9699	1130	CITY OF WILLAMINA	2238.00 7-15	1	10-12-5415	.00	105.23	105.23
Total 9699: .00 582.84										
<b>9700</b>										
07/18	07/24/2018	9700	5762	Hampton Lumber Mills	072418	1	10-81-5915	.00	14,108.07	14,108.07
Total 9700: .00 14,108.07										
<b>9701</b>										
07/18	07/24/2018	9701	5706	HRA VEBBA Trust	070118	1	10-70-5040	.00	450.00	450.00
07/18	07/24/2018	9701	5706	HRA VEBBA Trust	070118	2	10-71-5040	.00	375.00	375.00
07/18	07/24/2018	9701	5706	HRA VEBBA Trust	070118	3	10-65-5040	.00	150.00	150.00
07/18	07/24/2018	9701	5706	HRA VEBBA Trust	070118	4	30-11-5040	.00	75.00	75.00
07/18	07/24/2018	9701	5706	HRA VEBBA Trust	070118	5	40-11-5040	.00	300.00	300.00
Total 9701: .00 1,350.00										
<b>9702</b>										
07/18	07/24/2018	9702	5761	Hugh G Dykes III	072318	1	30-00-2300	.00	54.26	54.26

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	07/18	07/24/2018	9702	5761 Hugh G Dykes III	072318	2	40-00-2400	.00	75.17	75.17
	Total 9702: 129.43									
	07/18	07/24/2018	9703	5712 KB&D Productions, Inc.	072418	1	10-65-5111	.00	445.50	445.50
	Total 9703: 445.50									
	07/18	07/24/2018	9704	2900 MID-WILLAMETTE VALLEY COU	1718387	1	10-17-5214	.00	400.00	400.00
	Total 9704: 400.00									
	07/18	07/24/2018	9705	4230 SPRINT	569622313-2	1	10-12-5413	.00	11.52	11.52
	07/18	07/24/2018	9705	4230 SPRINT	569622313-2	2	10-18-5413	.00	46.11	46.11
	07/18	07/24/2018	9705	4230 SPRINT	569622313-2	3	10-66-5413	.00	47.49	47.49
	07/18	07/24/2018	9705	4230 SPRINT	569622313-2	4	20-11-5413	.00	2.77	2.77
	07/18	07/24/2018	9705	4230 SPRINT	569622313-2	5	30-11-5413	.00	61.79	61.79
	07/18	07/24/2018	9705	4230 SPRINT	569622313-2	6	40-11-5413	.00	60.87	60.87
	Total 9705: 230.55									
	07/18	07/24/2018	9706	5740 Thomas Holt	071918	1	10-12-5137	.00	243.90	243.90
	Total 9706: 243.90									
	07/18	07/24/2018	9707	4700 US BANK	071718	1	10-13-5355	.00	79.25	79.25
	07/18	07/24/2018	9707	4700 US BANK	071718	2	10-12-5137	.00	37.56	37.56
	07/18	07/24/2018	9707	4700 US BANK	071718	3	10-12-5137	.00	308.01	308.01
	07/18	07/24/2018	9707	4700 US BANK	071718	4	30-11-5600	.00	277.30	277.30
	07/18	07/24/2018	9707	4700 US BANK	63018	1	10-12-5504	.00	140.67	140.67
	07/18	07/24/2018	9707	4700 US BANK	63018	2	10-12-5342	.00	81.64	81.64
	07/18	07/24/2018	9707	4700 US BANK	63018	3	10-12-5137	.00	196.33	196.33
	07/18	07/24/2018	9707	4700 US BANK	63018	4	30-11-5600	.00	278.99	278.99
	07/18	07/24/2018	9707	4700 US BANK	63018	5	10-12-5600	.00	750.19	750.19

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	07/18	07/24/2018	9707	4700 US BANK	63018	6	30-11-5137	.00	68.91	68.91
	Total 9707:									
								.00		2,218.85
<b>9708</b>										
	07/18	07/24/2018	9708	5647 US BANK EQUIPMENT FINANC	361921836	1	10-12-5606	.00	210.94	210.94
	07/18	07/24/2018	9708	5647 US BANK EQUIPMENT FINANC	361921836	2	10-65-5606	.00	127.57	127.57
	Total 9708:									
								.00		338.51
<b>9709</b>										
	07/18	07/24/2018	9709	4070 WILLAMINA SELECT MARKET	071518	1	10-12-5137	.00	124.02	124.02
	Total 9709:									
								.00		124.02
<b>9710</b>										
	07/18	07/24/2018	9710	5760 Zit's Carpet Care	071918	1	10-12-5504	.00	100.00	100.00
	Total 9710:									
								.00		100.00
<b>9711</b>										
	07/18	07/31/2018	9711	320 AMERICAN EXTERMINATION P	132368	1	10-12-5200	.00	92.00	92.00
	Total 9711:									
								.00		92.00
<b>9712</b>										
	07/18	07/31/2018	9712	700 BAKER AND TAYLOR BOOKS	4012273237	1	10-65-5106	.00	127.75	127.75
	07/18	07/31/2018	9712	700 BAKER AND TAYLOR BOOKS	4012273237	2	10-65-5913	.00	10.49	10.49
	Total 9712:									
								.00		138.24
<b>9713</b>										
	07/18	07/31/2018	9713	1130 CITY OF WILLAMINA	1182.01 7-15	1	30-11-5415	.00	98.68	98.68
	Total 9713:									
								.00		98.68
<b>9714</b>										
	07/18	07/31/2018	9714	5763 Claudio or Esther Grandjean	073018	1	30-10-4330	.00	111.46	111.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9714:										
9715	07/18	07/31/2018	9715	1580 DK QUARRIES INC	100959	1	30-11-5504	.00	239.37	239.37
Total 9715:										
9716	07/18	07/31/2018	9716	1760 FERGUSON ENTERPRISES, IN	0674381	1	30-11-5530	.00	540.00	540.00
Total 9716:										
9717	07/18	07/31/2018	9717	2160 HONEY BUCKET	550730776	1	10-66-5200	.00	106.00	106.00
07/18	07/31/2018	9717	2160 HONEY BUCKET	550730777	1	10-66-5200	.00	106.00	106.00	106.00
07/18	07/31/2018	9717	2160 HONEY BUCKET	550730778	1	10-66-5200	.00	106.00	106.00	106.00
Total 9717:										
9718	07/18	07/31/2018	9718	2440 KELLER ASSOCIATES, INC.	14-1	1	40-11-5204	.00	125.00	125.00
07/18	07/31/2018	9718	2440 KELLER ASSOCIATES, INC.	1-SCA GRA	1	20-81-5909	.00	10,178.80	10,178.80	10,178.80
07/18	07/31/2018	9718	2440 KELLER ASSOCIATES, INC.	2-1	1	30-11-5204	.00	80.00	80.00	80.00
07/18	07/31/2018	9718	2440 KELLER ASSOCIATES, INC.	24-1	1	10-17-5204	.00	200.00	200.00	200.00
Total 9718:										
9719	07/18	07/31/2018	9719	1320 Mike Craftord	569006	1	10-12-5504	.00	80.00	80.00
Total 9719:										
9720	07/18	07/31/2018	9720	3070 NEWS REGISTER	071918	1	10-12-5230	.00	97.00	97.00
Total 9720:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>9721</b>										
07/18	07/31/2018	9721	3060	NW NATURAL	1363282-37-	1	10-65-5415	.00	15.92	15.92
07/18	07/31/2018	9721	3060	NW NATURAL	1391658-07-	1	10-67-5415	.00	15.92	15.92
Total 9721: 31.84										
<b>9722</b>										
07/18	07/31/2018	9722	3460	OTS WIRE & INSULATION INC	77689-IN	1	30-11-5504	.00	575.00	575.00
Total 9722: 575.00										
<b>9723</b>										
07/18	07/31/2018	9723	5659	Petty Cash	072618	1	10-12-5126	.00	20.51	20.51
07/18	07/31/2018	9723	5659	Petty Cash	072618	2	10-12-5415	.00	18.00	18.00
07/18	07/31/2018	9723	5659	Petty Cash	072618	3	10-12-5137	.00	132.25	132.25
Total 9723: 170.76										
<b>9724</b>										
07/18	07/31/2018	9724	3590	PGE	072518	1	40-11-5415	.00	1,794.83	1,794.83
07/18	07/31/2018	9724	3590	PGE	072518	2	10-67-5415	.00	112.93	112.93
07/18	07/31/2018	9724	3590	PGE	072518	3	10-12-5415	.00	259.37	259.37
07/18	07/31/2018	9724	3590	PGE	072518	4	30-11-5415	.00	2,910.40	2,910.40
07/18	07/31/2018	9724	3590	PGE	072518	5	10-65-5415	.00	139.86	139.86
07/18	07/31/2018	9724	3590	PGE	072518	6	10-66-5415	.00	181.13	181.13
07/18	07/31/2018	9724	3590	PGE	072518	7	10-72-5415	.00	237.64	237.64
Total 9724: 5,636.16										
<b>9725</b>										
07/18	07/31/2018	9725	4400	S & W ELECTRIC WORKS INC.	973	1	40-11-5504	.00	2,393.00	2,393.00
Total 9725: 2,393.00										
<b>9726</b>										
07/18	07/31/2018	9726	4360	SUMCO EXCAVATING INC	10330	1	30-11-5530	.00	270.00	270.00
Total 9726: 270.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9727	07/18	07/31/2018	9727	2920 TOM NICKERSON	072518	1	10-72-5504	.00	277.50	277.50
Total 9727:										
9728	07/18	07/31/2018	9728	4680 UNITED RENTALS NORTHWES	157856659-0	1	40-11-5504	.00	2,022.80	2,022.80
Total 9728:										
9729	07/18	07/31/2018	9729	4690 USABLUBOOK	627113	1	30-11-5600	.00	687.51	687.51
Total 9729:										
9730	07/18	07/31/2018	9730	5551 Wright Business Graphics	4205886	1	30-11-5230	.00	289.99	289.99
07/18	07/31/2018	9730	5551	Wright Business Graphics	4205886	2	40-11-5230	.00	289.98	289.98
Total 9730:										
Grand Totals:										

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	82,578.68-	82,578.68-
10-00-2130	228.24	.00	228.24
10-12-5126	20.51	.00	20.51
10-12-5137	2,486.33	.00	2,486.33
10-12-5200	151.85	.00	151.85
10-12-5209	320.00	.00	320.00
10-12-5230	293.78	.00	293.78
10-12-5233	200.00	.00	200.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00

GL Account	Debit	Credit	Proof
10-12-5320	3,523.71	.00	3,523.71
10-12-5342	164.44	.00	164.44
10-12-5413	377.61	.00	377.61
10-12-5415	1,352.09	.00	1,352.09
10-12-5504	348.20	.00	348.20
10-12-5600	750.19	.00	750.19
10-12-5606	376.91	.00	376.91
10-13-5310	400.00	.00	400.00
10-13-5355	79.25	.00	79.25
10-14-5211	250.00	.00	250.00
10-14-5306	106.00	.00	106.00
10-14-5313	32.00	.00	32.00
10-17-5204	200.00	.00	200.00
10-17-5214	1,300.07	.00	1,300.07
10-18-5120	90.05	.00	90.05
10-18-5137	21.58	.00	21.58
10-18-5217	16,621.42	.00	16,621.42
10-18-5302	4,014.50	.00	4,014.50
10-18-5413	46.11	.00	46.11
10-19-5400	1,589.35	.00	1,589.35
10-65-5040	150.00	.00	150.00
10-65-5100	170.69	.00	170.69
10-65-5101	25.90	.00	25.90
10-65-5102	59.90	.00	59.90
10-65-5106	127.75	.00	127.75
10-65-5111	617.46	.00	617.46
10-65-5137	690.50	.00	690.50
10-65-5200	86.70	.00	86.70
10-65-5413	80.72	.00	80.72
10-65-5415	436.66	.00	436.66
10-65-5606	127.57	.00	127.57
10-65-5912	150.00	.00	150.00
10-65-5913	2,811.65	.00	2,811.65
10-66-5120	401.15	.00	401.15
10-66-5137	649.24	.00	649.24
10-66-5140	58.29	.00	58.29
10-66-5200	636.00	.00	636.00
10-66-5413	62.36	.00	62.36
10-66-5415	268.03	.00	268.03
10-66-5504	1,507.23	.00	1,507.23

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-66-5512	8,463.00	.00	8,463.00
10-67-5200	59.85	.00	59.85
10-67-5310	200.00	.00	200.00
10-67-5413	70.67	.00	70.67
10-67-5415	373.82	.00	373.82
10-67-5504	239.98	.00	239.98
10-68-5510	200.00	.00	200.00
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	385.22	.00	385.22
10-72-5137	238.86	.00	238.86
10-72-5415	690.92	.00	690.92
10-72-5504	277.50	.00	277.50
10-72-5507	68.80	.00	68.80
10-80-6001	2,715.00	.00	2,715.00
10-81-5915	21,708.07	.00	21,708.07
20-00-2000	.00	10,404.85-	10,404.85-
20-11-5120	86.47	.00	86.47
20-11-5137	89.90	.00	89.90
20-11-5140	17.15	.00	17.15
20-11-5413	32.53	.00	32.53
20-81-5909	10,178.80	.00	10,178.80
30-00-2000	280.00	12,320.93-	12,040.93-
30-00-2300	130.75	.00	130.75
30-10-4330	111.46	.00	111.46
30-11-5040	75.00	.00	75.00
30-11-5108	725.60	280.00-	445.60
30-11-5120	225.46	.00	225.46
30-11-5137	147.68	.00	147.68
30-11-5140	345.96	.00	345.96
30-11-5200	24.95	.00	24.95
30-11-5204	80.00	.00	80.00
30-11-5230	575.43	.00	575.43
30-11-5250	255.00	.00	255.00
30-11-5413	277.56	.00	277.56
30-11-5415	5,933.77	.00	5,933.77
30-11-5504	1,358.51	.00	1,358.51
30-11-5530	810.00	.00	810.00
30-11-5600	1,243.80	.00	1,243.80
40-00-2000	.00	14,059.86-	14,059.86-

M = Manual Check, V = Void Check



---

GL Account	Debit	Credit	Proof
------------	-------	--------	-------

---

Report Criteria:  
Report type: GL detail  
Check Type = (<>) "Adjustment"

---

CITY OF WILLAMINA  
 COMBINED CASH INVESTMENT  
 JULY 31, 2018

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(	58,952.50)
99-00-1015	XPRESS DEPOSIT ACCOUNT		783.98
99-00-1020	PAYROLL - CHECKING		13,605.50
99-00-1030	INVESTMENTS-LGIP		20,681.85
	TOTAL COMBINED CASH	(	23,881.17)
99-00-1900	COURT CASH CLEARING	(	629.00)
99-00-1910	MERCHANT SERVICES CLEARING	(	491.52)
99-00-1009	CASH ALLOCATED		25,001.69
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(	53,897.53)
20	ALLOCATION TO STREET FUND	(	4,583.16)
21	ALLOCATION TO STREET SDC FUND		3,000.00
30	ALLOCATION TO WATER FUND	(	41,678.04)
31	ALLOCATION TO WATER SDC FUND		747.75
40	ALLOCATION TO WASTEWATER FUND		70,888.63
41	ALLOCATION TO WASTEWATER SDC FUND		520.66
	TOTAL ALLOCATIONS TO OTHER FUNDS	(	25,001.69)
	ALLOCATION FROM GENERAL FUND - 99-00-1009		25,001.69
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2018

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(	53,897.53)	
10-00-1200	ACCOUNTS RECEIVABLE	(	4,156.93)	
	TOTAL ASSETS			( 58,054.46)

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE		756.18	
10-00-2130	UNION DUES PAYABLE	(	280.88)	
10-00-2140	PERS PAYABLE	(	5.49)	
	TOTAL LIABILITIES			469.81

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(	58,524.27)	
	BALANCE - CURRENT DATE	(	58,524.27)	
	TOTAL FUND EQUITY			( 58,524.27)
	TOTAL LIABILITIES AND EQUITY			( 58,054.46)

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	278,548.00	278,548.00	.0
10-10-4001 PROPERTY TAX	2,695.27	2,695.27	369,000.00	366,304.73	.7
10-10-4002 PROPERTY TAX PRIOR	591.51	591.51	10,000.00	9,408.49	5.9
10-10-4003 INTEREST ON TAXES	38.98	38.98	75.00	36.02	52.0
10-10-4110 STATE CIGARETTE TAX	215.95	215.95	1,800.00	1,584.05	12.0
10-10-4111 STATE REVENUE SHARING	.00	.00	24,000.00	24,000.00	.0
10-10-4112 STATE LIQUOR TAX	1,945.17	1,945.17	32,000.00	30,054.83	6.1
10-10-4113 STATE MARIJUANA TAX	.00	.00	5,000.00	5,000.00	.0
10-10-4501 BUSINESS LICENSES	.00	.00	3,500.00	3,500.00	.0
10-10-4511 LIEN SEARCHES	260.00	260.00	1,000.00	740.00	26.0
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	173.72	173.72	1,500.00	1,326.28	11.6
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	13,000.00	13,000.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	62,000.00	62,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	8,000.00	8,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	284.28	284.28	5,200.00	4,915.72	5.5
10-10-4605 FRANCHISE FEES ONLINENW	.00	.00	2,000.00	2,000.00	.0
10-10-4701 RENT - CENTER MARKET	.00	.00	2,000.00	2,000.00	.0
10-10-4816 DONATIONS	.00	.00	3,000.00	3,000.00	.0
10-10-4900 INTEREST INCOME	2,193.86	2,193.86	15,000.00	12,806.14	14.6
10-10-4901 MISCELLANEOUS INCOME	274.44	274.44	1,000.00	725.56	27.4
<b>TOTAL DEPARTMENT 10</b>	<b>8,673.18</b>	<b>8,673.18</b>	<b>837,823.00</b>	<b>829,149.82</b>	<b>1.0</b>
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	.00	.00	1,500.00	1,500.00	.0
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
<b>TOTAL COURT</b>	<b>.00</b>	<b>.00</b>	<b>1,600.00</b>	<b>1,600.00</b>	<b>.0</b>
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	.00	.00	10,000.00	10,000.00	.0
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
<b>TOTAL PLANNING</b>	<b>.00</b>	<b>.00</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>.0</b>
 <u>PUBLIC SAFETY</u>					
10-18-4200 CODE ENFORCEMENT FINES	.00	.00	2,500.00	2,500.00	.0
10-18-4506 PUBLIC SAFETY FEE	.00	.00	50,000.00	50,000.00	.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>.00</b>	<b>52,500.00</b>	<b>52,500.00</b>	<b>.0</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	1,576.83	1,576.83	19,000.00	17,423.17	8.3
10-19-4823 UTILITY FEE	791.67	791.67	9,500.00	8,708.33	8.3
TOTAL STREET LIGHTS	2,368.50	2,368.50	28,500.00	26,131.50	8.3
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,341.00	8,341.00	.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	25,000.00	25,000.00	.0
TOTAL SPECIAL	.00	.00	33,341.00	33,341.00	.0
<u>LIBRARY</u>					
10-65-4560 FINES	161.30	161.30	900.00	738.70	17.9
10-65-4705 CCRLS FORMULA PAYMENT	.00	.00	18,000.00	18,000.00	.0
10-65-4708 CCRLS LOST BOOK	.00	.00	200.00	200.00	.0
10-65-4811 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
10-65-4812 YOUTH COLLECTION GRANT	3,000.00	3,000.00	3,000.00	.00	100.0
10-65-4816 DONATIONS	30.00	30.00	100.00	70.00	30.0
10-65-4901 MISCELLANEOUS INCOME	134.50	134.50	300.00	165.50	44.8
TOTAL LIBRARY	3,325.80	3,325.80	23,500.00	20,174.20	14.2
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	1,500.00	1,500.00	.0
TOTAL CEMETERY	.00	.00	1,500.00	1,500.00	.0
<u>OR DEPT OF FISH &amp; WILDLIFE</u>					
10-81-4814 OR DEPT OF FISH & WILDLIFE	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 81	.00	.00	1,000.00	1,000.00	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,750.00	1,750.00	21,000.00	19,250.00	8.3
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,575.00	1,575.00	18,900.00	17,325.00	8.3
TOTAL TRANSFER	3,325.00	3,325.00	39,900.00	36,575.00	8.3
TOTAL FUND REVENUE	17,692.48	17,692.48	1,030,164.00	1,012,471.52	1.7

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115 BANK CHARGES	120.51	120.51	1,800.00	1,679.49	6.7
10-12-5119 DISCREPENCIES	.00	.00	60.00	60.00	.0
10-12-5123 MERCHANT FEES	.00	.00	200.00	200.00	.0
10-12-5124 PAYROLL PROCESSING FEES	174.43	174.43	4,500.00	4,325.57	3.9
10-12-5126 POSTAGE	20.51	20.51	1,500.00	1,479.49	1.4
10-12-5137 SUPPLIES	2,335.45	2,335.45	12,000.00	9,664.55	19.5
10-12-5200 CONTRACT SERVICES	151.85	151.85	22,500.00	22,348.15	.7
10-12-5201 AUDIT SERVICES	.00	.00	15,000.00	15,000.00	.0
10-12-5203 LEGAL SERVICES	.00	.00	11,000.00	11,000.00	.0
10-12-5207 INSURANCE	.00	.00	25,000.00	25,000.00	.0
10-12-5209 CLEANING SERVICES	320.00	320.00	5,200.00	4,880.00	6.2
10-12-5230 PRINTING AND PUBLISHING	258.78	258.78	5,000.00	4,741.22	5.2
10-12-5233 TECHNOLOGY SERVICES	1,413.00	1,413.00	12,000.00	10,587.00	11.8
10-12-5234 TECHNOLOGY BACK UP	400.00	400.00	5,500.00	5,100.00	7.3
10-12-5235 SOFTWARE MAINTENANCE	1,200.00	1,200.00	15,000.00	13,800.00	8.0
10-12-5320 DUES, LICENSE, PERMITS	1,766.00	1,766.00	6,000.00	4,234.00	29.4
10-12-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	5,000.00	5,000.00	.0
10-12-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-12-5355 MISCELLANEOUS EXPENSE	.00	.00	750.00	750.00	.0
10-12-5413 TELEPHONE	377.61	377.61	5,000.00	4,622.39	7.6
10-12-5415 UTILITIES	619.45	619.45	9,000.00	8,380.55	6.9
10-12-5504 REPAIRS - MAINTENANCE	758.00	758.00	8,000.00	7,242.00	9.5
10-12-5600 EQUIPMENT	.00	.00	3,500.00	3,500.00	.0
10-12-5606 EQUIPMENT LEASE	376.91	376.91	6,000.00	5,623.09	6.3
<b>TOTAL ADMIN</b>	<b>10,292.50</b>	<b>10,292.50</b>	<b>180,510.00</b>	<b>170,217.50</b>	<b>5.7</b>
<u>COUNCIL</u>					
10-13-5307 COMMUNITY PROJECT	.00	.00	1,000.00	1,000.00	.0
10-13-5310 STIPEND	450.00	450.00	5,000.00	4,550.00	9.0
10-13-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	3,500.00	3,500.00	.0
10-13-5344 TRAVEL	.00	.00	750.00	750.00	.0
10-13-5350 VOLUNTEER APPRECIATION	.00	.00	800.00	800.00	.0
10-13-5355 COUNCIL EXPENSE	79.25	79.25	1,000.00	920.75	7.9
<b>TOTAL COUNCIL</b>	<b>529.25</b>	<b>529.25</b>	<b>12,050.00</b>	<b>11,520.75</b>	<b>4.4</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	BAD DEBT	.00	.00	100.00	100.00 .0
10-14-5211	MUNI COURT JUDGE	250.00	250.00	3,400.00	3,150.00 7.4
10-14-5306	STATE ASSESSMENT	53.00	53.00	1,500.00	1,447.00 3.5
10-14-5313	COUNTY JAIL ASSESSMENT	16.00	16.00	600.00	584.00 2.7
10-14-5320	DUES, LICENSE, PERMITS	.00	.00	200.00	200.00 .0
10-14-5342	CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00 .0
10-14-5344	TRAVEL	.00	.00	200.00	200.00 .0
	TOTAL COURT	319.00	319.00	6,500.00	6,181.00 4.9
<u>PLANNING</u>					
10-17-5203	LEGAL - PLANNING	.00	.00	500.00	500.00 .0
10-17-5204	ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00 .0
10-17-5214	PLANNING SERVICES	400.00	400.00	40,000.00	39,600.00 1.0
10-17-5342	CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00 .0
	TOTAL PLANNING	400.00	400.00	51,000.00	50,600.00 .8
<u>PUBLIC SAFETY</u>					
10-18-5000	SALARY - WAGES	1,882.35	1,882.35	28,000.00	26,117.65 6.7
10-18-5020	PAYROLL TAX	145.88	145.88	2,800.00	2,654.12 5.2
10-18-5040	BENEFITS	5.90	5.90	25,300.00	25,294.10 .0
10-18-5060	PERS	89.42	89.42	1,800.00	1,710.58 5.0
10-18-5090	WORKERS COMP	1.53	1.53	300.00	298.47 .5
10-18-5120	GAS - OIL	.00	.00	1,800.00	1,800.00 .0
10-18-5137	SUPPLIES	19.47	19.47	1,000.00	980.53 2.0
10-18-5217	POLICE SERVICES CONTRACT	33,242.84	33,242.84	200,000.00	166,757.16 16.6
10-18-5302	DUES YCOM	2,007.25	2,007.25	25,000.00	22,992.75 8.0
10-18-5342	CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00 .0
10-18-5413	TELEPHONE	46.11	46.11	900.00	853.89 5.1
10-18-5504	REPAIRS - MAINTENANCE	.00	.00	2,000.00	2,000.00 .0
	TOTAL PUBLIC SAFETY	37,440.75	37,440.75	289,400.00	251,959.25 12.9
<u>STREET LIGHTS</u>					
10-19-5400	STREET LIGHTS	1,589.35	1,589.35	19,500.00	17,910.65 8.2
	TOTAL STREET LIGHTS	1,589.35	1,589.35	19,500.00	17,910.65 8.2

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	25,000.00	25,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,341.00	8,341.00	.0
TOTAL SPECIAL	.00	.00	33,341.00	33,341.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	2,847.70	2,847.70	39,500.00	36,652.30	7.2
10-65-5020 PAYROLL TAX	214.94	214.94	3,950.00	3,735.06	5.4
10-65-5040 BENEFITS	1,488.76	1,488.76	19,500.00	18,011.24	7.6
10-65-5060 PERS	135.26	135.26	2,400.00	2,264.74	5.6
10-65-5090 WORKERS COMP	2.37	2.37	60.00	57.63	4.0
10-65-5100 BOOKS CHILDREN	365.71	365.71	2,200.00	1,834.29	16.6
10-65-5101 AUDIO VISUAL CHILDREN	25.90	25.90	800.00	774.10	3.2
10-65-5102 AUDIO VISUAL ADULT	59.90	59.90	800.00	740.10	7.5
10-65-5103 AUDIO VISUAL LOST REPLACEMENT	.00	.00	25.00	25.00	.0
10-65-5106 BOOKS ADULTS	161.93	161.93	2,200.00	2,038.07	7.4
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	100.00	100.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	617.46	617.46	800.00	182.54	77.2
10-65-5112 SPECIAL PROGRAM ADULT	.00	.00	500.00	500.00	.0
10-65-5126 POSTAGE	.00	.00	150.00	150.00	.0
10-65-5137 SUPPLIES	541.21	541.21	2,200.00	1,658.79	24.6
10-65-5200 CONTRACT SERVICES	86.70	86.70	800.00	713.30	10.8
10-65-5209 CLEANING SERVICES	.00	.00	100.00	100.00	.0
10-65-5233 TECHNOLOGY SERVICES	.00	.00	1,750.00	1,750.00	.0
10-65-5320 DUES, LICENSE, PERMITS	.00	.00	550.00	550.00	.0
10-65-5321 SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	300.00	300.00	.0
10-65-5344 TRAVEL	.00	.00	100.00	100.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	500.00	500.00	.0
10-65-5413 TELEPHONE	80.72	80.72	1,200.00	1,119.28	6.7
10-65-5415 UTILITIES	316.97	316.97	3,800.00	3,483.03	8.3
10-65-5504 REPAIRS - MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	127.57	127.57	2,000.00	1,872.43	6.4
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
10-65-5913 YOUTH COLLECTION GRANT	2,821.84	2,821.84	3,000.00	178.16	94.1
TOTAL LIBRARY	9,894.94	9,894.94	92,385.00	82,490.06	10.7

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,248.52	2,248.52	26,000.00	23,751.48	8.7
10-66-5001 PW ALLOCATED PAYROLL	210.92	210.92	2,531.00	2,320.08	8.3
10-66-5020 PAYROLL TAX	265.96	265.96	2,600.00	2,334.04	10.2
10-66-5040 BENEFITS	150.00	150.00	4,750.00	4,600.00	3.2
10-66-5060 PERS	77.47	77.47	1,600.00	1,522.53	4.8
10-66-5090 WORKERS COMP	2.88	2.88	300.00	297.12	1.0
10-66-5120 GAS - OIL	.00	.00	1,000.00	1,000.00	.0
10-66-5137 SUPPLIES	.00	.00	1,500.00	1,500.00	.0
10-66-5140 UNIFORMS - TOWELS	58.80	58.80	900.00	841.20	6.5
10-66-5200 CONTRACT SERVICES	318.00	318.00	5,000.00	4,682.00	6.4
10-66-5413 TELEPHONE	62.36	62.36	750.00	687.64	8.3
10-66-5415 UTILITIES	208.70	208.70	3,000.00	2,791.30	7.0
10-66-5504 REPAIRS - MAINTENANCE	940.49	940.49	2,500.00	1,559.51	37.6
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	8,500.00	8,500.00	.0
10-66-5600 EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
10-66-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	41.42	41.42	497.00	455.58	8.3
<b>TOTAL PARKS</b>	<b>4,585.52</b>	<b>4,585.52</b>	<b>73,928.00</b>	<b>69,342.48</b>	<b>6.2</b>
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	59.85	59.85	800.00	740.15	7.5
10-67-5233 TECHNOLOGY SERVICES	.00	.00	500.00	500.00	.0
10-67-5310 STIPEND	200.00	200.00	2,400.00	2,200.00	8.3
10-67-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-67-5413 TELEPHONE	70.67	70.67	850.00	779.33	8.3
10-67-5415 UTILITIES	264.04	264.04	3,400.00	3,135.96	7.8
10-67-5504 REPAIRS - MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
10-67-5606 EQUIPMENT LEASE	.00	.00	100.00	100.00	.0
<b>TOTAL MUSEUM</b>	<b>594.56</b>	<b>594.56</b>	<b>9,150.00</b>	<b>8,555.44</b>	<b>6.5</b>
<u>CEMETERY</u>					
10-68-5200 CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL CEMETERY</b>	<b>.00</b>	<b>.00</b>	<b>3,600.00</b>	<b>3,600.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	15,816.90	15,816.90	209,000.00	193,183.10	7.6
10-70-5002 ADMIN ALLOCATED PAYROLL	( 19,218.42)	( 19,218.42)	( 230,621.00)	( 211,402.58)	( 8.3)
10-70-5020 PAYROLL TAX	1,177.61	1,177.61	20,900.00	19,722.39	5.6
10-70-5040 BENEFITS	5,669.81	5,669.81	72,000.00	66,330.19	7.9
10-70-5060 PERS	751.29	751.29	12,300.00	11,548.71	6.1
10-70-5090 WORKERS COMP	5.16	5.16	1,000.00	994.84	.5
TOTAL PAYROLL ADMIN	4,202.35	4,202.35	84,579.00	80,376.65	5.0
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	12,295.03	12,295.03	155,500.00	143,204.97	7.9
10-71-5001 PW ALLOCATED PAYROLL	( 21,095.84)	( 21,095.84)	( 253,150.00)	( 232,054.16)	( 8.3)
10-71-5020 PAYROLL TAX	717.10	717.10	15,500.00	14,782.90	4.6
10-71-5040 BENEFITS	4,210.72	4,210.72	67,250.00	63,039.28	6.3
10-71-5060 PERS	879.81	879.81	13,200.00	12,320.19	6.7
10-71-5090 WORKERS COMP	5.49	5.49	1,700.00	1,694.51	.3
TOTAL PAYROLL PUBLIC WORKS	( 2,987.69)	( 2,987.69)	.00	2,987.69	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	.00	.00	3,400.00	3,400.00	.0
10-72-5137 SUPPLIES	258.53	258.53	8,000.00	7,741.47	3.2
10-72-5140 UNIFORMS - TOWELS	.00	.00	1,000.00	1,000.00	.0
10-72-5200 CONTRACT SERVICES	.00	.00	500.00	500.00	.0
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	.00	12,000.00	12,000.00	.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	500.00	500.00	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,000.00	1,000.00	.0
10-72-5344 TRAVEL	.00	.00	300.00	300.00	.0
10-72-5415 UTILITIES	237.64	237.64	10,000.00	9,762.36	2.4
10-72-5504 REPAIRS - MAINTENANCE	277.50	277.50	6,000.00	5,722.50	4.6
10-72-5507 EQUIPMENT MAINTENANCE	41.99	41.99	2,500.00	2,458.01	1.7
10-72-5600 EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	( 4,141.67)	( 4,141.67)	( 49,700.00)	( 45,558.33)	( 8.3)
TOTAL PUBLIC WORKS OPERATIONS	( 3,326.01)	( 3,326.01)	.00	3,326.01	.0
<u>CAPITAL</u>					
10-80-6001 CAPITAL OUTLAY -WEBSITE	2,715.00	2,715.00	10,000.00	7,285.00	27.2
10-80-6003 CAPITAL OUTLAY -CH - SIDINGI	.00	.00	8,000.00	8,000.00	.0
TOTAL CAPITAL	2,715.00	2,715.00	18,000.00	15,285.00	15.1

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-81-5915 GRANT EXP-ODFW HUDELSTON POND	21,708.07	21,708.07	1,000.00	( 20,708.07)	2170.8
TOTAL DEPARTMENT 81	21,708.07	21,708.07	1,000.00	( 20,708.07)	2170.8
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	( 11,740.84)	( 11,740.84)	( 140,890.00)	( 129,149.16)	( 8.3)
TOTAL TRANSFER	( 11,740.84)	( 11,740.84)	( 140,890.00)	( 129,149.16)	( 8.3)
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	296,111.00	296,111.00	.0
TOTAL CONTINGENCY	.00	.00	296,111.00	296,111.00	.0
TOTAL FUND EXPENDITURES	76,216.75	76,216.75	1,030,164.00	953,947.25	7.4
NET REVENUE OVER EXPENDITURES	( 58,524.27)	( 58,524.27)	.00	58,524.27	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2018

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	(	<u>4,583.16)</u>
	TOTAL ASSETS	(	<u><u>4,583.16)</u></u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	(	<u>176.22)</u>
	TOTAL LIABILITIES	(	176.22)

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(	<u>4,406.94)</u>
	BALANCE - CURRENT DATE	(	<u>4,406.94)</u>
	TOTAL FUND EQUITY	(	<u>4,406.94)</u>
	TOTAL LIABILITIES AND EQUITY	(	<u><u>4,583.16)</u></u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2018

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	141,773.00	141,773.00	.0
20-10-4115 STATE HIGHWAY REVENUE	13,007.45	13,007.45	145,000.00	131,992.55	9.0
TOTAL DEPARTMENT 10	13,007.45	13,007.45	286,773.00	273,765.55	4.5
<hr/>					
20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	.00	50,000.00	50,000.00	.0
TOTAL DEPARTMENT 81	.00	.00	50,000.00	50,000.00	.0
TOTAL FUND REVENUE	13,007.45	13,007.45	336,773.00	323,765.55	3.9

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	2,697.50	2,697.50	32,370.00	29,672.50	8.3
20-11-5002 ADMIN ALLOCATED PAYROLL	2,457.42	2,457.42	29,489.00	27,031.58	8.3
20-11-5090 WORKERS COMP	.00	.00	1,000.00	1,000.00	.0
20-11-5120 GAS - OIL	.00	.00	1,500.00	1,500.00	.0
20-11-5137 SUPPLIES	.00	.00	1,500.00	1,500.00	.0
20-11-5140 UNIFORMS - TOWELS	17.30	17.30	500.00	482.70	3.5
20-11-5204 ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
20-11-5413 TELEPHONE	32.53	32.53	600.00	567.47	5.4
20-11-5504 REPAIRS - MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
20-11-5522 STREET MAINTENANCE	.00	.00	60,000.00	60,000.00	.0
20-11-5523 TRAFFIC CONTROL	.00	.00	2,000.00	2,000.00	.0
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>5,204.75</b>	<b>5,204.75</b>	<b>153,459.00</b>	<b>148,254.25</b>	<b>3.4</b>
<hr/>					
20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	10,178.80	10,178.80	50,000.00	39,821.20	20.4
<b>TOTAL DEPARTMENT 81</b>	<b>10,178.80</b>	<b>10,178.80</b>	<b>50,000.00</b>	<b>39,821.20</b>	<b>20.4</b>
<hr/>					
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,501.25	1,501.25	18,015.00	16,513.75	8.3
20-90-9615 PW EXPENSE ALLOCATION	529.59	529.59	6,355.00	5,825.41	8.3
<b>TOTAL TRANSFER</b>	<b>2,030.84</b>	<b>2,030.84</b>	<b>24,370.00</b>	<b>22,339.16</b>	<b>8.3</b>
<hr/>					
<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>108,944.00</b>	<b>108,944.00</b>	<b>.0</b>
<hr/>					
<b>TOTAL FUND EXPENDITURES</b>	<b>17,414.39</b>	<b>17,414.39</b>	<b>336,773.00</b>	<b>319,358.61</b>	<b>5.2</b>
<hr/>					
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 4,406.94)</b>	<b>( 4,406.94)</b>	<b>.00</b>	<b>4,406.94</b>	<b>.0</b>

CITY OF WILLAMINA  
BALANCE SHEET  
JULY 31, 2018

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	3,000.00	
	TOTAL ASSETS		<u>3,000.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>3,000.00</u>	
	BALANCE - CURRENT DATE	3,000.00	
	TOTAL FUND EQUITY		<u>3,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,000.00</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	129,000.00	129,000.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	3,000.00	3,000.00	30,000.00	27,000.00	10.0
TOTAL DEPARTMENT 10	3,000.00	3,000.00	159,000.00	156,000.00	1.9
TOTAL FUND REVENUE	3,000.00	3,000.00	159,000.00	156,000.00	1.9

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
<u>CONTINGENCY</u>					
21-99-9900 CONTINGENCY	.00	.00	149,000.00	149,000.00	.0
TOTAL CONTINGENCY	.00	.00	149,000.00	149,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	159,000.00	159,000.00	.0
NET REVENUE OVER EXPENDITURES	3,000.00	3,000.00	.00	( 3,000.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2018

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	(	41,678.04)	
30-00-1251	UTILITY RECEIVABLE		6,497.71	
				<u>                    </u>
	TOTAL ASSETS			( 35,180.33)
				<u>                    </u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	(	4,346.75)	
30-00-2300	WATER DEPOSITS		158.51	
				<u>                    </u>
	TOTAL LIABILITIES			( 4,188.24)

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(	30,992.09)	
				<u>                    </u>
	BALANCE - CURRENT DATE	(	30,992.09)	
				<u>                    </u>
	TOTAL FUND EQUITY			( 30,992.09)
				<u>                    </u>
	TOTAL LIABILITIES AND EQUITY			( 35,180.33)
				<u>                    </u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	197,407.00	197,407.00	.0
30-10-4330 WATER REVENUE	68,091.01	68,091.01	700,000.00	631,908.99	9.7
30-10-4332 NEW CONNECTION FEE	550.00	550.00	5,000.00	4,450.00	11.0
30-10-4337 DOUBLE CHECK VALVE	200.00	200.00	1,500.00	1,300.00	13.3
30-10-4350 RECOVERY BAD DEBT	436.30	436.30	500.00	63.70	87.3
30-10-4581 PENALTY AND FEES	200.00	200.00	2,500.00	2,300.00	8.0
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	.00	150.00	150.00	.0
TOTAL DEPARTMENT 10	69,477.31	69,477.31	907,057.00	837,579.69	7.7
TOTAL FUND REVENUE	69,477.31	69,477.31	907,057.00	837,579.69	7.7

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	3,603.40	3,603.40	58,000.00	54,396.60	6.2
30-11-5001 PW ALLOCATED PAYROLL	9,683.34	9,683.34	116,200.00	106,516.66	8.3
30-11-5002 ADMIN ALLOCATED PAYROLL	8,821.58	8,821.58	105,859.00	97,037.42	8.3
30-11-5020 PAYROLL TAX	314.36	314.36	5,800.00	5,485.64	5.4
30-11-5040 BENEFITS	830.92	830.92	10,200.00	9,369.08	8.2
30-11-5060 PERS	555.31	555.31	7,000.00	6,444.69	7.9
30-11-5090 WORKERS COMP	2.65	2.65	1,500.00	1,497.35	.2
30-11-5105 BAD DEBT	1,106.57	1,106.57	4,000.00	2,893.43	27.7
30-11-5108 CHEMICALS	445.60	445.60	20,000.00	19,554.40	2.2
30-11-5120 GAS - OIL	.00	.00	3,000.00	3,000.00	.0
30-11-5123 MERCHANT FEES	309.22	309.22	8,000.00	7,690.78	3.9
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	54.92	54.92	3,100.00	3,045.08	1.8
30-11-5140 UNIFORMS - TOWELS	346.80	346.80	2,000.00	1,653.20	17.3
30-11-5200 CONTRACT SERVICES	34.40	34.40	5,000.00	4,965.60	.7
30-11-5204 ENGINEERING SERVICES	.00	.00	5,000.00	5,000.00	.0
30-11-5230 PRINTING AND PUBLISHING	289.99	289.99	3,000.00	2,710.01	9.7
30-11-5250 SYSTEM ANALYSIS	.00	.00	6,000.00	6,000.00	.0
30-11-5320 DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.0
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,000.00	1,000.00	.0
30-11-5344 TRAVEL	.00	.00	500.00	500.00	.0
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	277.56	277.56	5,000.00	4,722.44	5.6
30-11-5415 UTILITIES	3,020.07	3,020.07	45,000.00	41,979.93	6.7
30-11-5504 REPAIRS - MAINTENANCE	1,057.82	1,057.82	5,000.00	3,942.18	21.2
30-11-5530 SUPPLY SYSTEM MAINTENANCE	810.00	810.00	50,000.00	49,190.00	1.6
30-11-5531 DISTRIBUTION MAINTENANCE	.00	.00	5,500.00	5,500.00	.0
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	964.81	964.81	7,000.00	6,035.19	13.8
<b>TOTAL EXPENDITURE</b>	<b>32,529.32</b>	<b>32,529.32</b>	<b>485,509.00</b>	<b>452,979.68</b>	<b>6.7</b>
<hr/>					
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	.00	50,000.00	50,000.00	.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>55,000.00</b>	<b>55,000.00</b>	<b>.0</b>
<hr/>					
30-82-8030 WATER PRINCIPAL	.00	.00	19,203.00	19,203.00	.0
30-82-8035 WATER INTEREST	.00	.00	33,609.00	33,609.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>52,812.00</b>	<b>52,812.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9040 INTERFUND LOAN	60,000.00	60,000.00	60,000.00	.00	100.0
30-90-9110 IN LIEU OF FRANCHISE FEE	1,750.00	1,750.00	21,000.00	19,250.00	8.3
30-90-9231 TRANSFER IN	( 1,100.25)	( 1,100.25)	( 13,203.00)	( 12,102.75)	( 8.3)
30-90-9610 OVERHEAD ALLOCATION	5,389.25	5,389.25	64,671.00	59,281.75	8.3
30-90-9615 PW EXPENSE ALLOCATION	1,901.08	1,901.08	22,813.00	20,911.92	8.3
TOTAL TRANSFER	<u>67,940.08</u>	<u>67,940.08</u>	<u>155,281.00</u>	<u>87,340.92</u>	<u>43.8</u>
<u>CONTINGENCY</u>					
30-99-9900 FUND BALANCE	.00	.00	158,455.00	158,455.00	.0
TOTAL CONTINGENCY	<u>.00</u>	<u>.00</u>	<u>158,455.00</u>	<u>158,455.00</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>100,469.40</u>	<u>100,469.40</u>	<u>907,057.00</u>	<u>806,587.60</u>	<u>11.1</u>
NET REVENUE OVER EXPENDITURES	<u>( 30,992.09)</u>	<u>( 30,992.09)</u>	<u>.00</u>	<u>30,992.09</u>	<u>.0</u>

CITY OF WILLAMINA  
BALANCE SHEET  
JULY 31, 2018

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	747.75	
	TOTAL ASSETS		747.75

LIABILITIES AND EQUITY

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	747.75	
	BALANCE - CURRENT DATE	747.75	
	TOTAL FUND EQUITY		747.75
	TOTAL LIABILITIES AND EQUITY		747.75

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	60,752.00	60,752.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	1,848.00	1,848.00	20,000.00	18,152.00	9.2
TOTAL DEPARTMENT 10	1,848.00	1,848.00	80,752.00	78,904.00	2.3
TOTAL FUND REVENUE	1,848.00	1,848.00	80,752.00	78,904.00	2.3

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	1,100.25	1,100.25	13,203.00	12,102.75	8.3
TOTAL TRANSFER	1,100.25	1,100.25	13,203.00	12,102.75	8.3
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
TOTAL CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
TOTAL FUND EXPENDITURES	1,100.25	1,100.25	80,752.00	79,651.75	1.4
NET REVENUE OVER EXPENDITURES	747.75	747.75	.00	( 747.75)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
JULY 31, 2018

WASTEWATER FUND

<u>ASSETS</u>			
40-00-1009	CASH ALLOCATED	70,888.63	
40-00-1251	UTILITY RECEIVABLE	( 800.31)	
	TOTAL ASSETS		<u>70,088.32</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2000	ACCOUNTS PAYABLE	( 7,403.32)	
40-00-2400	SEWER DEPOSITS	432.08	
	TOTAL LIABILITIES		( 6,971.24)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>77,059.56</u>	
	BALANCE - CURRENT DATE	<u>77,059.56</u>	
	TOTAL FUND EQUITY		<u>77,059.56</u>
	TOTAL LIABILITIES AND EQUITY		<u>70,088.32</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	135,749.00	135,749.00	.0
40-10-4340 WASTEWATER REVENUE	53,841.88	53,841.88	630,000.00	576,158.12	8.6
40-10-4342 NEW CONNECTION FEE	150.00	150.00	1,500.00	1,350.00	10.0
40-10-4350 RECOVERY BAD DEBT	602.54	602.54	500.00	( 102.54)	120.5
<b>TOTAL DEPARTMENT 10</b>	<b>54,594.42</b>	<b>54,594.42</b>	<b>767,749.00</b>	<b>713,154.58</b>	<b>7.1</b>
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	60,000.00	60,000.00	60,000.00	.00	100.0
<b>TOTAL TRANSFER</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>.00</b>	<b>100.0</b>
 <b>TOTAL FUND REVENUE</b>	 <b>114,594.42</b>	 <b>114,594.42</b>	 <b>827,749.00</b>	 <b>713,154.58</b>	 <b>13.8</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,879.12	3,879.12	57,000.00	53,120.88	6.8
40-11-5001 PW ALLOCATED PAYROLL	8,504.08	8,504.08	102,049.00	93,544.92	8.3
40-11-5002 ADMIN ALLOCATED PAYROLL	7,939.42	7,939.42	95,273.00	87,333.58	8.3
40-11-5020 PAYROLL TAX	337.55	337.55	5,700.00	5,362.45	5.9
40-11-5040 BENEFITS	3,312.48	3,312.48	20,000.00	16,687.52	16.6
40-11-5060 PERS	164.58	164.58	3,600.00	3,435.42	4.6
40-11-5090 WORKERS COMP	2.89	2.89	1,500.00	1,497.11	.2
40-11-5105 BAD DEBT	946.49	946.49	4,000.00	3,053.51	23.7
40-11-5108 CHEMICALS	.00	.00	15,000.00	15,000.00	.0
40-11-5120 GAS - OIL	.00	.00	1,500.00	1,500.00	.0
40-11-5123 MERCHANT FEES	309.22	309.22	8,000.00	7,690.78	3.9
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	51.83	51.83	3,000.00	2,948.17	1.7
40-11-5140 UNIFORMS - TOWELS	172.90	172.90	2,500.00	2,327.10	6.9
40-11-5200 CONTRACT SERVICES	1,000.00	1,000.00	8,000.00	7,000.00	12.5
40-11-5204 ENGINEERING SERVICES	.00	.00	3,000.00	3,000.00	.0
40-11-5230 PRINTING AND PUBLISHING	289.98	289.98	3,000.00	2,710.02	9.7
40-11-5250 SYSTEM ANALYSIS	.00	.00	7,000.00	7,000.00	.0
40-11-5320 DUES, LICENSE, PERMITS	.00	.00	4,000.00	4,000.00	.0
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
40-11-5344 TRAVEL	.00	.00	250.00	250.00	.0
40-11-5413 TELEPHONE	320.91	320.91	4,000.00	3,679.09	8.0
40-11-5415 UTILITIES	1,794.83	1,794.83	34,000.00	32,205.17	5.3
40-11-5504 REPAIRS - MAINTENANCE	2,393.00	2,393.00	9,000.00	6,607.00	26.6
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	.00	20,000.00	20,000.00	.0
40-11-5600 EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
<b>TOTAL EXPENDITURE</b>	<b>31,419.28</b>	<b>31,419.28</b>	<b>420,372.00</b>	<b>388,952.72</b>	<b>7.5</b>
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	.00	109,193.00	109,193.00	.0
40-82-8045 SEWER INTEREST	.00	.00	60,465.00	60,465.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>169,658.00</b>	<b>169,658.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,575.00	1,575.00	18,900.00	17,325.00	8.3
40-90-9241 TRANSFER IN	( 1,979.34)	( 1,979.34)	( 23,752.00)	( 21,772.66)	( 8.3)
40-90-9610 OVERHEAD ALLOCATION	4,850.34	4,850.34	58,204.00	53,353.66	8.3
40-90-9615 PW EXPENSE ALLOCATION	1,669.58	1,669.58	20,035.00	18,365.42	8.3
TOTAL TRANSFER	6,115.58	6,115.58	73,387.00	67,271.42	8.3
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL FUND EXPENDITURES	37,534.86	37,534.86	827,749.00	790,214.14	4.5
NET REVENUE OVER EXPENDITURES	77,059.56	77,059.56	.00	( 77,059.56)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
JULY 31, 2018

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	520.66	
	TOTAL ASSETS		520.66
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	520.66	
	BALANCE - CURRENT DATE	520.66	
	TOTAL FUND EQUITY		520.66
	TOTAL LIABILITIES AND EQUITY		520.66

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	18,724.00	18,724.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	2,500.00	2,500.00	20,000.00	17,500.00	12.5
TOTAL DEPARTMENT 10	2,500.00	2,500.00	38,724.00	36,224.00	6.5
TOTAL FUND REVENUE	2,500.00	2,500.00	38,724.00	36,224.00	6.5

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	1,979.34	1,979.34	23,752.00	21,772.66	8.3
TOTAL TRANSFER	1,979.34	1,979.34	23,752.00	21,772.66	8.3
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	4,972.00	4,972.00	.0
TOTAL CONTINGENCY	.00	.00	4,972.00	4,972.00	.0
TOTAL FUND EXPENDITURES	1,979.34	1,979.34	38,724.00	36,744.66	5.1
NET REVENUE OVER EXPENDITURES	520.66	520.66	.00	( 520.66)	.0

**City Of Willamina**  
**Minutes of the Meeting of the City Council**  
**August 14, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97132

**Present at Meeting:** Mayor, Ila Skyberg

Councilor, Ginny Wymore  
Councilor, Craig Johnson  
Councilor, Bob Burr  
Councilor, Theresa McKnight  
Councilor, April Wooden  
Deputy City Recorder, Debbie Bernard  
Public Works Director, Jeff Brown

**Guest:**

Mary Jane Hollinger  
News-Register, Paul Daliquante

**Absent from Meeting:**

City Manager, Kenna West  
Council President, Rita Baller

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on August 14, 2018, at West Valley Fire by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

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

**III. Consideration of Open Issues**

1. Roll Call  
Mayor Ila Skyberg  
Mayor Skyberg asked for the roll call from the Deputy City Recorder and a quorum was present. The Flag Salute was recited.
2. Consent Agenda  
Mayor Ila Skyberg

Minutes prepared by Deputy City Recorder Debbie Bernard

Mayor Skyberg asked if there were any pulls. There were none. The Mayor read the items on the consent agenda then asked for a motion and discussion. There was no further discussion.

**MOTION:** Councilor Burr moved to approve the Consent Agenda. Councilor McKnight seconded. Motion carried with Councilors, McKnight, Wooden, Wymore, Johnson and Burr. All in favor. Councilor Baller was absent.

3. Regular Agenda – Council to Consider Resolution 18.19.003 City Manager Appointment to YCAHC Board Of Directors

Mayor Ila Skyberg

Mayor Skyberg called upon the Deputy City Recorder for a report.

Debbie explained that a vacancy on the board was created by the resignation of Councilor Stritzke in May 2018 who served on the Board of Directors. The Yamhill County Housing Board requires that the City Council by Resolution select a Board member to fill the vacancy. The City Manager has decided she would like to fill the vacancy. Therefore, with a motion to approve Resolution 18.19.003 the City would send a new member for the Board.

**MOTION:** Councilor Wooden moved to approve Resolution 18.19.003 the City Manager Appointment to the YCAHC Board of Directors. Councilor McKnight seconded. No further discussion. Motion carried with Councilors, McKnight, Wooden, Wymore, Johnson and Burr. All in favor. Councilor Baller was absent.

4. Regular Agenda – Council to Consider Application for City Office - Parks Advisory Board

Mayor Ila Skyberg

Mayor Skyberg asked the Deputy City Recorder Debbie Bernard to respond.

Debbie explained that the Parks and Recreation Advisory Board which was reestablished in May 2018 has three members of a seven-member committee. The City received an application for the Parks and Recreation Advisory Board from Samantha Morey for Council consideration.

**MOTION:** Councilor Burr moved to approve Samantha Morey to the Willamina Parks and Recreation Advisory Board. Councilor Wooden seconded. No further discussion. Motion carried with Councilors, McKnight, Wooden, Wymore, Johnson and Burr. All in favor. Councilor Baller was absent.

5. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported that along with the City Manager they attended a meeting at the Sheridan Federal Prison. The new Warden will serve for the next two years then retire. During his presentation, he said that he really wanted the public to know that they treat those incarcerated very well. The Mayor also shared that School Superintendent Carrie Zimbrick was also in attendance at the meeting. Carrie shared that the school had saved thousands of dollars by utilizing the prison for services. One example was the School Bus

cleaning detail which was done with pride and excellence. That saved the school money for that expense. The Mayor said she hopes that the City will use those folks next year.

Mayor Skyberg relayed to the Council a request from the City Manager, Kenna West to thank Councilor Burr for attending the Volcanoes game in Keizer and throwing out the first pitch. Bob responded that it was fun. Also, the Mayor asked Councilor Wymore to aloud the statement that was read at the game for their audience.

Ginny read the prepared message:

The beautiful City of Willamina is a small, vibrant community known for its family-friendly festivals, local artisans, gorgeous parks, and charming downtown. Sitting at the west end of Yamhill County just 4 miles from the Spirit Mountain Casino, Willamina is home to Willamina Lumber-the 4<sup>th</sup> largest producer of wood products –and provides visitors with the opportunity to fish, hike, and play in our 7 gorgeous parks while also welcoming you to our charming historical downtown businesses. Come to spend a day at our Harvest Festival in September, join the Halloween festivities in October, explore local arts at the Coastal Hills Art Tour in November, or watch your child’s face light up as the brightly lit floats travel down Main Street at our Annual Christmas Light Parade. The beautiful City of Willamina welcomes you!

The Mayor then asked Jeff for an update on Public Works. Jeff reported that the walkway at Hampton Pond has been completed with the help from Hampton Lumber staffers. He also said the painting at the Tina Miller Park was completed with the help of City Staff. He thanked Dave, Thomas, Scott, Karen, and Justin; in addition to citizens who help out, Mary Jane Hollinger and Marian. Jeff also said that the cities cyan toxin test have all been negative.

6. Chamber Liaison

Mayor Ila Skyberg

Mayor Skyberg asked Councilor Wooden for a report. April said she had nothing to report as she did not attend the last meeting.

7. Library Liaison

Councilor Theresa McKnight

Councilor McKnight reported that the Library received 44 books from the Oregon Battle of the books. Also, the Library will be applying for the 2019 Ready to Read Grant and they are wrapping up the summer reading program.

8. Yamhill County Transit Authority Board Members

Mayor Ila Skyberg

Councilor Johnson reported the new buses have arrived and they are equipped with air conditioning.

9. Adjourn

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to adjourn.

**MOTION:** Councilor Wooden moved to adjourn. Councilor Burr seconded. Motion carried with Councilors, McKnight, Wooden, Wymore, Johnson and Burr. All in favor. Councilor Baller was absent.

**IV. Consideration of New Business**

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

The next meeting will be held at 6:00 PM on September 11, 2018, at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
City Manager Annual Evaluation

The meeting was adjourned at 6:30 PM by Mayor Ila Skyberg

Minutes submitted by Deputy City Recorder, Debbie Bernard\_\_\_\_\_.

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

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 11, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: REFURBISHMENT OF THE PLANTER POLES IN DOWNTOWN**

**ISSUE**

Shall City Council approve the use of City staff time and facilities in partnership with the Coastal Hills Chamber of Commerce (Chamber) and Willamina Economic Improvement District (EID) to remove, refurbish, and reinstall the planter poles and watering lines in downtown Willamina?

**RECOMMENDATION:**

Approve the use of City staff time and facilities in partnership with the Chamber and EID to remove, refurbish, and reinstall the planter poles and watering lines in downtown Willamina.

**SUMMARY AND BACKGROUND**

The Chamber and EID would like to work in partnership with the City of Willamina to remove, refurbish, and reinstall the planter poles and watering lines in downtown Willamina. These poles are an integral part of the beautification of the City's downtown core and add to the livability of the City in general.

The Chamber and EID will provide the personnel and equipment to clean, sand, and repaint the planter poles. The City of Willamina will provide the staff and equipment to remove and replace the poles from the sidewalks/right-of-way and will provide the facility/location for the refurbishment of the poles. In addition, the City will provide the staff time and equipment to repair or maintain the current watering lines for the planters.

**FACTS AND FINDINGS**

1. The current planter poles are in need of repainting and refurbishment. The Chamber and EID will provide the personnel and equipment to clean, sand, and repaint the planter poles.
2. The City of Willamina Public Works Department will remove the poles and provide the facility for the Chamber and EID to refurbish the poles. After refurbishment is complete, city staff will reinstall the poles. In addition, should it be necessary, the City will provide staff time and equipment to repair or maintain the current watering lines for the planters.
3. The Public Works Department and the City Manager's Office support this project as it will add to the beauty and livability of our City in general.

*Kenna L. West*

---

Kenna L. West, City Manager

# Regular Agenda

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 11, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: OREGON MAIN STREET NETWORK ASSOCIATE APPLICATION**

**ISSUE**

Shall City Council authorize the City Manager to submit the attached 2018 Associate Level Application to the Oregon Main Street Program?

**RECOMMENDATION:**

Authorize the City Manager to submit the attached application to the Oregon Main Street Program.

**SUMMARY AND BACKGROUND**

The Oregon Main Street program works with communities to develop comprehensive, incremental revitalization strategies based upon a community's unique assets, character, and heritage. The goal is to build high quality, livable, and sustainable communities that will grow Oregon's economy while maintaining a sense of place.

The Oregon Main Street program has three levels within their "Main Street Track" which include Exploring Downtown, Transforming Downtown, and Performing Downtown. In addition, they have an Associate Level member option.

The benefits provided by the Oregon Main Street Program increase as communities move up through the levels. (see Exhibit B) However, the responsibilities and requirements also increase. Based on the City's current ability to participate and the responsibilities required by the Oregon Main Street Program, staff recommends that the City apply for Associate Level membership at this time. It is expected that as the City becomes more involved in the Oregon Main Street program, a Willamina Downtown Rejuvenation organization is formed, and other City projects are completed, that an application for the next level (Exploring Downtown) will be submitted.

**FACTS AND FINDINGS**

1. During its Strategic Planning meeting in February 2018, the Willamina City Council placed local business support, beautification, and economic development while preserving the historic and rural feel of the City of Willamina on its list of priorities.
2. The Oregon Main Street program is designed to assist with the revitalization of traditional downtowns and historic commercial districts, promote economic development, and encourage historic preservation.

3. As the Oregon Main Street program is designed to assist with the very same priorities that the Willamina City Council has designated as priorities, an Associate Level membership will assist the City in moving forward on their priorities.

**Proposed Motion:** *I move to authorize the City Manager to submit the attached Associate Level membership application to the Oregon Main Street Program.*

*Kenna L. West*  
\_\_\_\_\_  
Kenna L. West, City Manager

Attachments:

- A. City of Willamina Application for Associate Level Membership
- B. Oregon Main Street Summary

## **Associate Level Commitment Statement & Application:**

### **1: Applicant Information**

Name of Designated Contact Person & Title or Affiliation: Kenna West, City Manager

Organization (if applicable): City of Willamina

Name of Community: Willamina

Population: 2110

Email Address of Contact Person: westk@ci.willamina.or.us

Mailing Address: 411 NE C Street, Willamina, OR 97396

Phone Number of Contact Person: **503-876-2242**

### **2: Briefly describe the economic and physical characteristics of your downtown district. Please attach a map of the primary focus area of your downtown revitalization effort with a written description.**

The beautiful City of Willamina was founded in 1879 and incorporated in 1903. Our City has a core downtown area with a number of historic buildings, some of which have been either delightfully maintained or lovingly restored; others are in need of transformation to fully develop their potential. These historic and older buildings are joined on our main street by a few compatible newer buildings. Our City is known as "Timbertown USA" due to our strong timber and logging history. We are home to Willamina Lumber which has been owned by the Hampton family and in operation since 1942. The Willamina mill was once the largest sawmill in the Country. Willamina's downtown core is home to lovely boutiques and local art and craft stores. Our beautiful City has a thriving rural art collective that includes painters, potters, sculptors, quilters, and metal workers. These local crafts are offered for sale in boutiques and shops. In addition, we have charming restaurants and a small (5 room) historic hotel.

### **3: Briefly describe the structure of your organization (if you have a board of directors and officers, attach a list).**

The City of Willamina has a Council-Manager form of government. The Council includes 6 elected Councilors and one elected Mayor. The Council hires the Manager who is then tasked with implementing the policies developed by the Council. It is expected that our beautiful City will continue to develop and, in conjunction with local partners, will develop and move forward to "exploring downtown" to include the appointment of an advisory board to oversee our historic main street revitalization and assist in the community coordination.

### **4: Briefly describe any efforts to improve the downtown or historic commercial district over the past 5 years.**

The City of Willamina has an Economic Improvement District for our downtown core and a strong Chamber of Commerce. These two entities have worked diligently to provide funding for façade updates, beautification programs, and event coordination to improve main street, rejuvenate our downtown core, and develop additional interest in our beautiful City. In addition, the City has a downtown loan fund of \$25,000 which can be used by businesses within the downtown core for beautification of their storefronts.

**5: How supportive is the community of the downtown (i.e., residents, downtown business and property owners, local government, etc.)?**

As noted above, the Chamber and EID are both active and very supportive of Willamina's historic downtown core. As Willamina is a small City, the Chamber is made up of mainly downtown business and property owners. The City government, too, is supportive of the rejuvenation of Willamina's historic main street. In their 2018 Strategic Planning, the City Council included supporting and strengthening downtown businesses and beautification of the downtown core as one of their top priorities. The community strongly supports our downtown core and businesses and we have a large number of volunteers who work diligently to beautify our downtown core and develop downtown events.

**6: Briefly describe what you hope to achieve by participating as an Associate level community.**

It is our hope that by joining at the Associate level, we can learn how to best organize all interested partners, develop a mission and vision statement, and begin the journey to revitalize our historic downtown main street.

**7. Certification:** We agree to meet the requirements of Oregon Main Street as outlined above and will be eligible to receive Associate level services from Oregon Main Street if the requirements are met. We understand that our Associate level membership within the Oregon Main Street network does not authorize us to use the Main Street® trademark name and further understand that the Main Street® name is a trademarked brand, owned by the National Main Street Center.

---

Signature of Designated Contact Person

---

Date



*Where Place and Time meet*

#### CONTACT INFORMATION

Sheri Stuart  
Main Street Coordinator  
Oregon Main Street  
725 Summer St. NE, Ste. C  
Salem, OR 97301

503.986-0679  
sheri.stuart@state.or.us

[www.oregonheritage.org](http://www.oregonheritage.org)

#### Main Street 's Economic Success

*Historic Preservation =  
Economic Development*

In 2010, Oregon Main Street's "Performing Main Street" level communities (Albany, Baker City, Corvallis, McMinnville, Oregon City, Salem and Roseburg) saw:

- \$15.21 million total public and private investment in physical improvements
- 100 building improvement projects
- 65 net new businesses
- 218 net new jobs
- 12,110 total volunteer hours
- @222,458 monetary value of volunteer hours

## Oregon Main Street

Oregon Main Street provides assistance, training, and technical services to communities who want to strengthen, preserve, and revitalize their historic downtown commercial districts. The program is a locally driven process following the proven Main Street Approach® which is a practical and comprehensive model capitalizing on downtown's unique assets. The goal is to build high quality, livable, and sustainable communities that will grow Oregon's economy while maintaining a sense of place. Oregon Main Street is administered by the State Historic Preservation Office (Oregon Parks and Recreation Department).

**Main Street**  
NATIONAL TRUST FOR  
HISTORIC PRESERVATION

## The Main Street Approach®

The Main Street Approach is a proven comprehensive approach to historic commercial district revitalization. This approach has been implemented in over 2,200 cities and towns in 40 states across the nation with the help of the National Main Street Center and statewide downtown revitalization programs. The success of the Main Street Approach® is based on its comprehensive nature. By fully integrating four points into a practical downtown management strategy, a local program will produce fundamental changes in a community's economic base:

**Organization** involves building a Main Street® framework that is well represented by business and property owners, bankers, citizens, public officials, chambers of commerce, and other local economic development organizations. Everyone must work together to renew downtown. A strong organization provides the stability to build and sustain a long-term effort.

**Promotion** creates excitement downtown. Street festivals, parades, retail events, and image development campaigns are some of the ways Main Street® encourages customer traffic. Promotion involves marketing an enticing image to shoppers, investors, and visitors.

**Design** enhances the attractiveness of the business district. Historic building rehabilitation, street and alley clean-up, colorful banners, landscaping, and lighting all improve the physical image of the downtown as a quality place to shop, work, walk, invest in, and live. Design improvements result in a reinvestment of public and private dollars to downtown.

**Economic Restructuring** involves analyzing current market forces to develop long-term solutions. Recruiting new businesses, creatively converting unused space for new uses, and sharpening the competitiveness of Main Street's traditional merchants are examples of economic restructuring activities.

## Meeting the Needs of Oregon Communities

Oregon Main Street provides assistance to all communities whether they are just beginning to explore options for their downtown or seeking national recognition as an accredited Main Street® town. Currently, there are 72 communities participating in one of the three levels of Oregon Main Street:

**Exploring Downtown** is for those communities that demonstrate an interest in revitalizing their downtowns and want to learn more about the Main Street Approach®. Interested communities may join at anytime by submitting a letter of intent and completing a brief community assessment survey.

**Transforming Downtown** is for communities who are committed to downtown revitalization using the Main Street Approach® but need technical assistance to take them to the next level. Application rounds are held as resources permit.

**Performing Main Street** is for those communities who were previously certified National Main Street cities and those communities with advanced downtown programs following the Main Street Approach®. Application rounds are held as resources permit.



*Where Place and Time meet*

### Why Downtown is Important

1. Historic core of community.
2. Includes unique shopping and service activities.
3. Represents vast amount of public and private investment.
4. Provides a sense of community and place.
5. Reflection of how the community views itself and is a critical factor in business retention and recruitment efforts.
6. Most of the downtown businesses are locally owned.
7. Represents a significant portion of the community's tax base.
8. Serves as an incubator for new businesses.
9. Typically a government center.
10. Often the largest employer in town.

## Principles of Main Street

The National Trust Main Street Center's experience in helping communities bring their commercial corridors back to life has shown time and time again that the Main Street Four-Point Approach succeeds. That success is guided by the following eight principles which set the Main Street methodology apart from other redevelopment strategies:

1. **Comprehensive:** A single project cannot revitalize a downtown. An ongoing series of initiatives is vital to build community support and create lasting progress.
2. **Incremental:** Small projects make a big difference. They demonstrate that "things are happening" on Main Street and hone the skills and confidence the program will need to tackle more complex problems.
3. **Self-help:** Although Oregon Main Street can provide valuable direction and technical assistance, only local leadership can initiate long-term success through community involvement and commitment to the revitalization effort.
4. **Public/private partnership:** Successful downtown revitalization organizations must have the support and expertise of both the public and private sectors.
5. **Identifying and capitalizing on existing assets:** local assets provide the solid foundation for a successful, unique downtown revitalization initiative.
6. **Quality:** From storefront design and promotional campaigns to special events, quality must be the main goal.
7. **Change:** Changing community attitudes and habits is essential. A carefully planned downtown program will help shift public perceptions and practices to support and sustain the revitalization process.
8. **Action-oriented:** Successful downtown revitalization programs are pro-active. They plan for the future.

## Partners and the Main Street Approach®

Local Main Street Programs must involve groups throughout the community to be successful. Different groups have different interests in the downtown. And, while each may have a particular focus, all groups ultimately share the common goal of revitalizing the commercial district. By involving a broad range of constituents in the process, the downtown program can help each group realize that this common goal exists and that cooperation is essential for successful revitalization. By identifying each group's strengths, the downtown program can help focus that group's energy in the areas where it will be most effective. Groups typically involved in successful local downtown revitalization programs include:

- Retail and Service Sector Businesses
- Property Owners
- Chambers of Commerce
- Financial Institutions
- Consumers
- City and County Government
- Economic Development Officials
- Industries
- Hospitals
- Media
- Utilities
- Historic Societies and Historic Preservation Groups
- Civic Organizations
- Schools

*"all of us, if we are reasonably comfortable, healthy and safe, owe immense debts to the past. There is no way of course, to repay the past. We can only repay those debts by making gifts to the future." Jane Jacobs*

## OREGON MAIN STREET AT-A-GLANCE

	Associate (formerly Affiliate)	Exploring Downtown	Transforming Downtown	Performing Main Street
<b>Requirements</b>				
Traditional Main Street District		X	X	X
Use Main Street Approach®		X	X	X
MS Organization Structure		work toward	X	X
Adequate Operating Budget		work toward	work toward	X
Employ Executive Director			PT	X
Attend Network Meetings (3/yr)			X	X
Attend Workshops/Trainings (3/yr)	1 req./2 yrs.	1 req./yr.	X	X
Serve as Mentors to Other Towns			X	X
Meet National Accreditation Standards			Work toward	X
Current Main Street America member			X	X
Provide Annual/Qtrly. Report(s)	annual	annual	quarterly	quarterly
Comply with state and/or national policies	X	X	X	X
Approved boundary (primary focus area)	X	X	X	X
<b>Services*</b>				
<b>Training and Professional Development</b>				
Main Street 101	X	X	X	X
Quarterly Workshops (3/yr)	X	X	X	X
Executive Director Meetings (3/yr)		By invitation	X	X
Board Roles & Responsibilities Training		X	X	X
Committee Training		X	X	X
New Exec. Director Orientation		X	X	X
State Conference	X	X	X	X
Main Street Now Conference Scholarships			X	X
Main Street America Membership (1st yr.)			X	X
<b>Specialist and Technical Assistance</b>				
Start-up Visits		X	X	
Developing Mission & Vision Statements		X	X	X
New Exec. Director Hiring Assistance		as needed	X	X
Work Plan Assistance		X	X	X
Program Evaluations			X	X
Technical Assistance			X	X
Main Street Refresh			X	X
Telephone Consultation	X	X	X	X
Resource Lending Library		X	X	X
Reconnaissance Level Historic Survey		X	X	X
<b>Communications</b>				
List Serve Access	X	X	X	X
Public Relations		X	X	X
Eligible for Excellence in DT Revit. Awards		X	X	X
Use of Main Street America Logo			X	X

\*Types of services local programs may be eligible for depending on available state resources and local community progress in implementing a downtown revitalization program.



**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 11, 2018**

**TO: MAYOR AND CITY COUNCIL**

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

**SUBJECT: LAND USE FEES**

**ISSUE**

Shall City Council approve Resolution 18.19.006? A resolution that sets deposit fees for the purpose of defraying costs of the City City associated with processing land use applications?

**RECOMMENDATION:**

Staff recommends Council approve Resolution 18.19.006.

**SUMMARY AND BACKGROUND**

The City of Willamina land use fees were last reviewed by Council in May 2017 by Resolution 16.17.013.

In a review of processing pre-application conferences, it was discovered that the land use applications deposit fees did not address pre-application conferences specifically. In the past, land use pre-app conferences experienced costs that have not been covered by a fee schedule and were absorbed into the City. The pre-app conferences were for projects that did not progress to a land use application. Therefore, Staff is recommending a new fee to be established at \$490.00 plus a 10% Administrative fee for a pre-application conference.

Staff researched several local Oregon cities who charge for a pre-application conference and fees ranged from \$150 to \$1,130.

**FACTS AND FINDINGS**

1. The City of Willamina land use fees were last updated by Resolution 16.17.013 on May 9, 2017.
2. The cities planning and development department request for a pre-application conference expense is absorbed by the City when the project does not develop into a land use application. The expenses include fees charged by the City Planner and Engineer.
3. Staff completed research on several Oregon cities and discovered pre-application conferences were charged a fee between \$150 to \$1,130.

**Proposed Motion:** *I move to approve Resolution 18.19.006 A Resolution in the matter of fees to be charged for Land Use Applications.*

---

*Debbie Bernard, Deputy City Recorder*

Attachments:

- A. Resolution 18.19.006
- B. Resolution 16.17.013
- C. Pre-Application Conference Application and Cover Sheet

# *City of Willamina*

## *Incorporated 1903*

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

In the Matter of Fees to be charged for Land Use

Applications coming before the City of Willamina

**Resolution No. 18-19-006**

The City Council for the City of Willamina, Oregon on this 11<sup>th</sup> day of September 2018, sat in regular session for the transaction of City Business.

**Whereas**, Section 3.206 of the Willamina Zoning and Development Ordinance, City Ordinance No. 592, states that fees for the purpose of defraying administrative costs of the City associated with processing applications shall be set by resolution of the City Council; and

**Whereas**, the City Council has found that the fees established in **Resolution No. 16-17-013** need to be adjusted based upon review and recommendation of the Deputy City Recorder and City Manager;

**Now**, Therefore, be it resolved by the City Council of the City of Willamina, Oregon, which fees charged per planning application shall be as follows:

	<b>APPLICATION DESCRIPTION</b>	<b>APPLICATION FEE DEPOSIT</b>	<b>10% Admin Fee</b>
	<i>All applications shall be assessed a 10% administration fee based on the application costs.</i>		<b>x</b>
1	Annexation/Zone Change	\$ 2,500.00	<b>x</b>
2	Appeal to Council	50% of the Application fee of the action appealed	<b>x</b>
3	Comprehensive Plan Amendment	\$ 2,500.00	<b>x</b>
4	Conditional Use Permit	\$ 600.00	<b>x</b>
5	Construction Application Fee	5% of actual Construction Cost	<b>x</b>
6	Lot Line Adjustment	\$ 350.00	<b>x</b>
7	Multiple Applications	Most expensive Application fee in full plus 1/2 of the Application fee for other applications*	<b>x</b>
8	Non-Conforming Use	\$ 600.00	<b>x</b>

9	Partition		\$ 1,000.00	x
10	Pre Application Conference		\$490.00	x
11	Planned Unit Development		\$ 1,800.00	x
12	Review of Application for Compensation Under Article 1, Section 18 of the Constitution of the State of Oregon (a/k/a Ballot Measure 7)	Deposit	\$ 750.00	x
13	Similar Use		\$ 600.00	x
14	Site Plan Review		\$ 600.00	x
15	Subdivision-Final Plan		\$ 2,500.00	x
16	Subdivision-Preliminary Plat	750 plus \$450.00 per lot up to maximum	\$ 2,500.00	x
17	Temporary Mobile Home Placement		\$ 50.00	x
18	Variance Application		\$ 600.00	x
19	Zone Map Amendment		\$ 1,500.00	x

Costs associated with the application may exceed the listed amounts. Applicants will be required to reimburse the City for any and all costs associated with their application(s) which exceed the initial application fee deposit. In the event that costs do not exceed the initial application fee deposit, the City shall reimburse the unused portion of the application's deposit. All outstanding fees associated with a land use application must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision.

Adopted by the City Council of the City of Willamina, Oregon at a regular meeting held on the 11 day of September by the following votes:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

APPROVED this \_\_\_\_\_ day of September 2018.

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

**Attest:**

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

# City of Willamina

## Pre-Application Conference Process

### **What is the Pre-Application Conference?**

The pre-application conference is designed to provide development applicants the opportunity to present land use development proposals to City staff prior to the actual land use application submission.

### **The Meeting**

Representatives from the City of Willamina Planning, Engineering, and Public Works Staff will be present at the pre-app meeting. In addition, to City Manager and Deputy City Recorder. The West Valley Fire Chief may also be present to comment on the proposal.

A city staff member will contact you by telephone to schedule a date and time for your pre-app conference; a pre-app meeting will be scheduled as soon as possible following receipt of your request form and materials.

### **Application Requirements**

1. The pre-application conference fee and one copy of the completed City of Willamina Pre-application form must be submitted to the Deputy City Recorder.
2. A list of questions that you would like answered at the meeting.
3. A scaled preliminary site plan or plat map including the date, north arrow, name of the map producer, owner and applicant, and a map legend.

To make the conference efficient and useful please bring any additional information you feel necessary to clearly present your proposal. Staff will mail you a written summary of the conference within 10 days following the meeting.

# CITY OF WILLAMINA

## PRE-APPLICATION CONFERENCE

DEVELOPMENT CODE Type II, III, IV Review

**Official Use Only:**

Case No.

Date:

Fee:

**A PRE-APPLICATION CONFERENCE provides an opportunity to obtain feedback and comments from City staff on preliminary development plans prior to the submission of a formal land use application. This feedback early in the development process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal. A pre-application conference also provides the opportunity to discuss required land approvals, permits and the timelines for development approval. A pre-application conference is required for all Type II, III and Type IV land use actions.**

### Section 1 - Applicant Information

Name (s):

Mailing Address:

Email:

Phone Number:

Cell Number:

### Section 2 - Project Description

Please describe your project:

Site Address:

Total Land Area:

Assessor Map/Tax lot No.

Zoning:

Present Use of Property:

### Section 3 - Application Submittal Information

Please provide one electronic copy (pdf format preferred) and one paper copy of the following information: maps, a site plan, and other applicable information for City staff to understand the proposed development.

### Section 4 Application Review

You will be contacted to set up a time to meet with City Staff to discuss your proposed development:

**Official Use Only:**

Conference Scheduled:

Date:

Time:

Location:

*NOTE: A pre-application conference does not lock in any fees or development requirements in any way.*

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 11, 2018**

**TO: MAYOR AND CITY COUNCIL**  
**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER**  
**SUBJECT: LIBRARY BOARD VACANCY APPOINTMENT**

**ISSUE**

Shall the Mayor and City Council consider the application received for the Library Board Vacancy?

**RECOMMENDATION:**

Staff recommends the Mayor and City Council fill the vacancy by the appointment of Karla Johnson.

**SUMMARY AND BACKGROUND**

The Library Board currently has 6 members and one vacancy. The Library Board by Charter was amended and approved by the City Council on October 10th, 2017 to say the Board shall consist of a minimum of 5 but no more than 7 members appointed by the Mayor and confirmed by the City Council.

Willamina Library Board Member & Terms:

SEAT	NAME	Appointed	Expires
1	Dave Buswell	2016	2020
2	VACANT	2018	2022
3	Sheryl Hansen	2017	2021
4	Susan Vanderhoof	2017	2021
5	Will Nelson	2016	2020
6	Tracy Dillan	2017	2021
7	Barbara Leavens	2017	2021

The attached application from Karla Johnson has been submitted for consideration to the Library Board.

**FACTS AND FINDINGS**

1. The attached application received from Karla Johnson has been submitted for consideration to the Library Board.
2. The Library Board currently consist of 6 members and one vacancy.
3. The Library Board by Charter states the Board shall consist of 5 but not more than 7 members.

**Proposed Motion:** *I move to approve Karla Johnson to the Library Board.*

*Debbie Bernard*

---

*Debbie Bernard, Deputy City Recorder*

Attachments:

- A. Application for City Office – Karla Kay Johnson

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 11, 2018**

**TO: MAYOR AND CITY COUNCIL**

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

**SUBJECT: CITY MANAGER ANNUAL REVIEW**

**ISSUE**

Shall the City Council complete an annual review of City Manager, Kenna West, and amend the Employment Agreement between the City and Kenna West.

**RECOMMENDATION:**

Complete the annual review of City Manager, Kenna West and amend the Employment Agreement.

**SUMMARY AND BACKGROUND**

On August 16, 2017 the City of Willamina and Kenna West entered into an Employment Agreement (Agreement). Section 4 of that Agreement provides that the City Council will conduct an annual review of City Manager West.

In accordance with that Agreement, the Mayor contacted the Council of Governments and other experts to prepare appropriate questionnaires for completion by those persons who have either worked with or in some other way interacted with Kenna West in her capacity as City Manager.

The City Council wishes to complete the annual evaluation of City Manager. In addition, the City Council wishes to amend the Agreement between the City and City Manager West at Section 5.A by adding the following to the last line:

*The City Council may, at its discretion, and after the annual evaluation as described in Section 4, increase Employee's compensation.*

**FACTS AND FINDINGS**

1. The Agreement provides that City Council will conduct an annual review of City Manager West.
2. The Mayor, on behalf of the Council, has gathered information from those persons who have worked with or in some other way interacted with Kenna West in her capacity as City Manager.
3. Having sought the input of those who have worked with City Manager West, and having worked with her personally, the City Council is now prepared to complete an annual review of City Manager West as delineated in the Agreement.

4. The City Council wishes to amend the Agreement between the City and City Manager West as noted above and as provided in the attached Resolution 18-19-007.

*Proposed Motion: I move that the City Council proceed with the annual review of City Manager, Kenna West and adopt Resolution 18-19-007.*

*Debbie Bernard* \_\_\_\_\_  
Debbie Bernard, Deputy City Manager



Mayor Ila Skyberg

**Council Members:**

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

**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 NUMBER 18-19-007**

A Resolution of the Willamina City Council Authorizing an Amendment to the Employment Agreement between the City of Willamina and Kenna West.

**WHEREAS**, an Employment Agreement was entered into between the City of Willamina and Kenna West on August 16, 2017; and

**WHEREAS**, the City Council wishes to amend that Employment Agreement;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA THAT** the Employment Agreement between the City of Willamina and Kenna West shall be amended at Section 5.A to add the following to the last line:

The City Council may, at its discretion, and after the annual evaluation as described in Section 4, increase Employee's compensation.

**PASSED and ADOPTED** by the City Council of the City of Willamina this **11th day of September 2018**.



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

**ATTEST:**

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

---

*An Equal Opportunity Employer*

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

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



**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 8/1/2018 to 8/31/2018**

City	UCR Description	8/1/2017 to 8/31/2017	8/1/2018 to 8/31/2018	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	0	1		3	10
	Arson	0	2		4	1
	Burglary-Business	0	0		2	1
	Burglary-Non-Residence	1	0		2	6
	Burglary-Residence	1	0		5	7
	Larceny	4	6	50.00 %	49	52
	Motor Vehicle Theft-Auto	1	0		2	5
	Murder	0	0		1	
	Rape	0	0		1	
	Robbery	0	0		1	
	<b>Part 1 Total</b>	<b>7</b>	<b>9</b>	<b>22.22 %</b>	<b>70</b>	<b>82</b>
Part 2						
	All Other	2	1	-50.00 %	8	14
	Animal Problems	0	1		1	1
	Disorderly Conduct	1	0		8	14
	Drug Laws	3	1	-66.67 %	13	33
	DUII	0	0		4	10
	Forgery	0	0		3	1
	Fraud	1	0		1	6
	Kidnapping	0	0		1	
	Liquor Laws	2	0		3	3
	Runaway	0	1		4	3
	Sex Offenses	2	0		2	13
	Simple Assault	1	3	200.00 %	31	34
	Stolen Property	0	0			3
	Trespass/Prowler	1	1		10	15
	Vandalism	5	2	-60.00 %	23	24
	<b>Total For WILLAMINA</b>	<b>49</b>	<b>47</b>	<b>-4.08 %</b>	<b>373</b>	<b>507</b>



**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 8/1/2018 to 8/31/2018**

City	UCR Description	8/1/2017 to 8/31/2017	8/1/2018 to 8/31/2018	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
	Weapons	0	0			3
<b>Part 2 Total</b>		18	10	-44.44 %	112	177
<b>Part 3</b>						
	All Other	10	8	-20.00 %	71	97
	Non-Reportable Offenses	14	20	42.86 %	120	151
<b>Part 3 Total</b>		24	28	14.29 %	191	248
<b>Total For WILLAMINA</b>		49	47	-4.08 %	373	507

# 2018 Schedule of Events

## CITY COUNCIL CALENDAR OF EVENTS

### July 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				

### July

07/04/18 (Wed)	Independence day	holiday
07/20/18 (Fri)	Swap Meet	event
07/21/18 (Sat)	Swap Meet	event

### August 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	

### August

08/07/18(Tues)	Planning Commission Meeting Canceled	meeting
08/14/18(Tues)	City Council Meeting	meeting
08/15/18(Wed)	Deadline for completed application to run in the November 6, 2018 Elections	event
08/17/18 (Fri)	Deadline for Library Board Applications	deadline

### September 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						

### September

09/03/18 (Mon)	Labor Day	holiday
09/04/18 (Tues)	Planning Commission Meeting	meeting
09/11/18 (Tues)	City Council Meeting	meeting
09/15/18 (Sat)	Bridge the Gap Sept 15th 10 to 2	event
09/22/18 (Sat)	Harvest Festival Sept 22 10 to 4	event
09/29/18 (Sat)	Volunteer Appreciation Event Sept 29th Sat @ 5:00pm.	event

### October 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			

### October

10/02/18 (Tues)	Planning Commission Meeting	meeting
10/09/18 (Tues)	City Council Meeting	meeting
		-
10/08/18 (Mon)	Columbus Day	holiday
10/24/18 (Wed)	United Nations Day	holiday
10/31/18 (Wed)	Halloween	holiday

### November 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	

### November

11/06/18 (Tues)	Planning Commission Meeting	meeting
11/13/18 (Tues)	City Council Meeting	meeting
		-
11/6/17 (Tues)	November 6 Elections Day	event
11/10/17 (Fri.Sat & Sun)	Coastal Hills Art Tour Celebrating 26 years	event
11/11/18 (Sun)	Veterans Day	holiday
11/22/18 (Thu)	Thanksgiving	holiday

### December 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					

### December

12/04/18 (Tues)	Planning Commission	meeting
12/11/18 (Tues)	City Council Meeting	meeting
		-
12/24/18 (Mon)	Christmas Eve	holiday
12/25/18 (Tue)	Christmas Day	holiday
12/31/18 (Mon)	New Year's Eve	holiday