

Willamina City Council Regular Meeting

Tuesday, April 9, 2019, 6:00 pm

West Valley Fire Station

825 NE Main St.

Willamina, OR 97396

AGENDA

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 before 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

PRESENTATIONS - Proclamation – Child Abuse Prevention

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then not considered after the Consent Agenda items have been voted upon).”

1. Check Registers – February 1 to 28, 2019 (information only)
2. Financials February 28, 2019
3. Minutes from the March 12, 2019 City Council Meeting
4. Liquor License for New Owner of Dillon’s
5. Annual Chamber Bark Dust Sale Partnership

REGULAR AGENDA

1. Wayfinding Map Grant
2. Triangle Park Property Use
3. Willamina Public Library Image

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

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INFORMATIONAL REPORTS (Items that require no Council action) - none

MAYORS REPORT

COUNCIL LIAISON REPORTS

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

INFORMATIONAL REPORTS FROM CITY OFFICERS

6. City Manager
7. Sheriff's Report

EVENT CALENDAR- Informational

CLOSE THE REGULAR SESSION

OPEN THE PUBLIC HEARING

1. Public Hearing on Public Safety Fee

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

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CONSENT AGENDA

PROCLAMATION

WHEREAS, child abuse is considered to be one of our nation's most serious public health problems with scientific studies documenting the link between the abuse and neglect of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

WHEREAS, it is estimated that 1 in 4 children will suffer significant abuse before the age of 18, annually over 80,000 Oregonian children are reported to the Department of Human Services as having been abused or neglected, and there were over 10,000 confirmed child abuse victims in 2018; and

WHEREAS, the physical, emotional, and financial impact of abuse and neglect affects children of all ages and abilities, who come from all economic, racial, and social backgrounds; and

WHEREAS, a trauma-informed response to victims promotes healing and fosters strength in survivors; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among state and local government agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and

WHEREAS, The City of Willamina is dedicated to strengthening child abuse survivors and their non-offending families in the aftermath of abuse, building resilience in our communities, and working to prevent abuse and neglect;

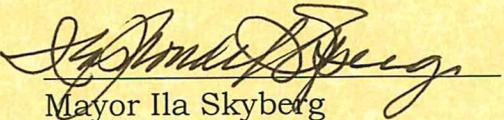
NOW, THEREFORE, we, The City of Willamina do hereby proclaim April 2019 to be:

NATIONAL CHILD ABUSE PREVENTION MONTH

We reaffirm the City of Willamina's commitment to creating a safer, healthier, more thriving community for our children, to take steps to help prevent child abuse through awareness efforts, prevention promotion, and training. We ask all community members to invest in the lives of our children, to be aware of their safety and well-being, and to celebrate those who provide prevention programs and support to our children. Further, we encourage all community members to wear blue on April 10, 2019 as a public statement in our City in support of child abuse prevention.

Proclaimed this 9th day of April 2019




Mayor Ila Skyberg

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
7181										
02/19	02/08/2019	7181	5535	Tina Dawson	REFUND 36	1	30-00-2300	.00	18.78-	18.78- V
Total 7181:										
7358										
02/19	02/08/2019	7358	830	ALAN BRAMALL	13	1	10-13-5310	.00	40.00-	40.00- V
Total 7358:										
7818										
02/19	02/08/2019	7818	5605	STOCKFORD, JEREMY	090116	1	30-00-2300	.00	3.68-	3.68- V
02/19	02/08/2019	7818	5605	STOCKFORD, JEREMY	090116	2	40-00-2400	.00	5.31-	5.31- V
Total 7818:										
8179										
02/19	02/08/2019	8179	5640	JANICE COOKE	020317	1	30-00-2300	.00	22.93-	22.93- V
Total 8179:										
8516										
02/19	02/08/2019	8516	5674	Budd or Beverly Sinclair	052517	1	30-00-2300	.00	18.12-	18.12- V
02/19	02/08/2019	8516	5674	Budd or Beverly Sinclair	052517	2	40-00-2400	.00	25.27-	25.27- V
Total 8516:										
8529										
02/19	02/08/2019	8529	4800	WILLAMINA COASTAL HILLS CH	052217	1	10-12-5320	.00	85.00-	85.00- V
Total 8529:										
8625										
02/19	02/08/2019	8625	4630	WFG National Title Ins Co	061517-1	1	10-10-4901	.00	47.22-	47.22- V

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8625:										
8773	02/19	02/08/2019	8773	4890 APRIL WOODEN	090117	1	10-13-5310	.00	50.00-	50.00- V
Total 8773:										
8957	02/19	02/08/2019	8957	380 ANGELA TAYLOR	110617	1	30-00-2300	.00	31.19-	31.19- V
02/19	02/08/2019	8957	380	ANGELA TAYLOR	110617	2	40-00-2400	.00	43.33-	43.33- V
Total 8957:										
9058	02/19	02/08/2019	9058	5677 Craig Johnson	120117	1	10-13-5310	.00	50.00-	50.00- V
Total 9058:										
10048	02/19	02/08/2019	10048	2900 MID-WILLAMETTE VALLEY COU	1819156	1	10-17-5214	.00	3,210.32-	3,210.32- V
Total 10048:										
10216	02/19	02/05/2019	10216	4890 APRIL WOODEN	020119	1	10-13-5310	.00	50.00	50.00
Total 10216:										
10217	02/19	02/05/2019	10217	430 ARAMARK UNIFORM SERVICES	863820137	1	10-66-5140	.00	13.46	13.46
02/19	02/05/2019	10217	430	ARAMARK UNIFORM SERVICES	863820137	2	20-11-5140	.00	3.96	3.96
02/19	02/05/2019	10217	430	ARAMARK UNIFORM SERVICES	863820137	3	30-11-5140	.00	22.16	22.16
02/19	02/05/2019	10217	430	ARAMARK UNIFORM SERVICES	863820137	4	40-11-5140	.00	39.58	39.58
Total 10217:										
10218	02/19	02/05/2019	10218	700 BAKER AND TAYLOR BOOKS	4012436911	1	10-65-5100	.00	55.37	55.37
Total 10218:										

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
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	4012436911	2	10-65-5106	.00	65.10	65.10
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	H21092370	1	10-65-5101	.00	40.10	40.10
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	H21092370	2	10-65-5102	.00	36.15	36.15
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	H21789910	1	10-65-5102	.00	14.30	14.30
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	T95919650	1	10-65-5101	.00	10.79	10.79
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	T97341290	1	10-65-5101	.00	10.79	10.79
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	T97821360	1	10-65-5101	.00	21.59	21.59
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	T98646060	1	10-65-5102	.00	22.31	22.31
02/19	02/05/2019	10218	700	BAKER AND TAYLOR BOOKS	T98646060	2	10-65-5101	.00	21.59	21.59
Total 10218:										298.09
10219	02/19	10219	5678	Bob Burr	020119	1	10-13-5310	.00	50.00	50.00
Total 10219:										50.00
10220	02/19	10220	1380	CARQUEST	012619	1	10-72-5137	.00	8.97	8.97
02/19	02/05/2019	10220	1380	CARQUEST	4758-178603	1	20-11-5137	.00	15.21	15.21
02/19	02/05/2019	10220	1380	CARQUEST	4758-178622	1	20-11-5137	.00	27.17	27.17
02/19	02/05/2019	10220	1380	CARQUEST	4758-178627	1	10-72-5137	.00	13.20	13.20
02/19	02/05/2019	10220	1380	CARQUEST	4758-178658	1	10-66-5137	.00	42.93	42.93
02/19	02/05/2019	10220	1380	CARQUEST	4758-178683	1	10-72-5137	.00	30.56	30.56
02/19	02/05/2019	10220	1380	CARQUEST	4758-178711	1	10-72-5137	.00	48.85	48.85
Total 10220:										168.95
10221	02/19	10221	940	CASELLE, INC.	93302	1	10-12-5235	.00	1,200.00	1,200.00
Total 10221:										1,200.00
10222	02/19	10222	890	CHARLENE BROWN	020119	1	10-67-5310	.00	200.00	200.00
Total 10222:										200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10223	02/19	02/05/2019	10223	5677 Craig Johnson	020119	1	10-13-5310	.00	50.00	50.00
Total 10223:										
								.00		50.00
10224	02/19	02/05/2019	10224	1870 FURROW PUMP	5521-IN	1	30-11-5530	.00	935.36	935.36
Total 10224:										
								.00		935.36
10225	02/19	02/05/2019	10225	5706 HRA VEBBA Trust	020119	1	10-70-5040	.00	450.00	450.00
02/19	02/05/2019	10225	5706 HRA VEBBA Trust		020119	2	10-71-5040	.00	375.00	375.00
02/19	02/05/2019	10225	5706 HRA VEBBA Trust		020119	3	10-66-5040	.00	150.00	150.00
02/19	02/05/2019	10225	5706 HRA VEBBA Trust		020119	4	10-65-5040	.00	150.00	150.00
02/19	02/05/2019	10225	5706 HRA VEBBA Trust		020119	5	30-11-5040	.00	75.00	75.00
Total 10225:										
								.00		1,200.00
10226	02/19	02/05/2019	10226	2260 ILA SKYBERG	020119	1	10-13-5310	.00	100.00	100.00
Total 10226:										
								.00		100.00
10227	02/19	02/05/2019	10227	5793 James Daley	020119	1	10-13-5310	.00	50.00	50.00
Total 10227:										
								.00		50.00
10228	02/19	02/05/2019	10228	5733 Jared Nunley	020119	1	40-11-5200	.00	500.00	500.00
Total 10228:										
								.00		500.00
10229	02/19	02/05/2019	10229	5709 Kenna West	013119	1	10-12-5344	.00	194.93	194.93
Total 10229:										
								.00		194.93

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
10230	02/19	02/05/2019	10230	2670 LOCAL 737 - LABORERS INTL U	020119	1	10-00-2130	.00	195.20	195.20
Total 10230:										
10231	02/19	02/05/2019	10231	3060 NW NATURAL	1363282-3 0	1	10-65-5415	.00	141.36	141.36
02/19	02/05/2019	10231	3060	NW NATURAL	1391658-0 0	1	10-67-5415	.00	209.75	209.75
Total 10231:										
10232	02/19	02/05/2019	10232	3160 OREGON DEPARTMENT OF RE	020119	1	10-14-5306	.00	106.00	106.00
Total 10232:										
10233	02/19	02/05/2019	10233	3420 OREGON WATER RESOURCES	126316	1	10-72-5320	.00	100.00	100.00
Total 10233:										
10234	02/19	02/05/2019	10234	3380 OREVAC WEST INC	4423	1	40-11-5504	.00	675.00	675.00
Total 10234:										
10235	02/19	02/05/2019	10235	3500 PACIFIC SOLAR	2544	1	40-11-5540	.00	324.00	324.00
Total 10235:										
10236	02/19	02/05/2019	10236	3590 PGE	012519	1	40-11-5415	.00	3,312.39	3,312.39
02/19	02/05/2019	10236	3590	PGE	012519	2	10-67-5415	.00	101.87	101.87
02/19	02/05/2019	10236	3590	PGE	012519	3	10-12-5415	.00	605.93	605.93
02/19	02/05/2019	10236	3590	PGE	012519	4	30-11-5415	.00	4,435.49	4,435.49
02/19	02/05/2019	10236	3590	PGE	012519	5	10-65-5415	.00	108.40	108.40
02/19	02/05/2019	10236	3590	PGE	012519	6	10-66-5415	.00	137.55	137.55
02/19	02/05/2019	10236	3590	PGE	012519	7	10-72-5415	.00	400.96	400.96

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10236:										
10237										
02/19	02/05/2019	10237	3820	RECOLOGY WESTERN OREGO	10777241	1	10-66-5415	.00	10.99	10.99
02/19	02/05/2019	10237	3820	RECOLOGY WESTERN OREGO	10777258	1	10-12-5415	.00	36.34	36.34
02/19	02/05/2019	10237	3820	RECOLOGY WESTERN OREGO	10777530	1	30-11-5415	.00	2.70	2.70
02/19	02/05/2019	10237	3820	RECOLOGY WESTERN OREGO	10777548	1	10-65-5415	.00	19.28	19.28
02/19	02/05/2019	10237	3820	RECOLOGY WESTERN OREGO	10777555	1	10-72-5415	.00	154.84	154.84
Total 10237:										
								.00		224.15
10238										
02/19	02/05/2019	10238	610	RITA BALLER	020119	1	10-13-5310	.00	50.00	50.00
Total 10238:										
								.00		50.00
10239										
02/19	02/05/2019	10239	5794	Roberta Lawson	020119	1	10-13-5310	.00	50.00	50.00
Total 10239:										
								.00		50.00
10240										
02/19	02/05/2019	10240	4110	SHELDON OIL COMPANY	013119	1	10-18-5120	.00	95.56	95.56
02/19	02/05/2019	10240	4110	SHELDON OIL COMPANY	013119	2	20-11-5120	.00	46.72	46.72
02/19	02/05/2019	10240	4110	SHELDON OIL COMPANY	013119	3	30-11-5120	.00	135.80	135.80
02/19	02/05/2019	10240	4110	SHELDON OIL COMPANY	013119	4	40-11-5120	.00	63.17	63.17
02/19	02/05/2019	10240	4110	SHELDON OIL COMPANY	013119	5	10-66-5120	.00	154.93	154.93
02/19	02/05/2019	10240	4110	SHELDON OIL COMPANY	013119	6	10-72-5120	.00	176.41	176.41
Total 10240:										
								.00		672.59
10241										
02/19	02/05/2019	10241	4160	SKYBERGS	013119	1	10-12-5137	.00	125.83	125.83
02/19	02/05/2019	10241	4160	SKYBERGS	013119	2	30-11-5137	.00	68.99	68.99
02/19	02/05/2019	10241	4160	SKYBERGS	013119	3	10-66-5137	.00	30.33	30.33
02/19	02/05/2019	10241	4160	SKYBERGS	013119	4	10-72-5137	.00	185.25	185.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10241:										
10242	02/19	02/05/2019	10242	5635 SOLUTIONS YES	INV177380	1	10-12-5230	.00	83.28	410.40
Total 10242:										
10243	02/19	02/05/2019	10243	5516 The Bulletin Board	3266	1	10-12-5230	.00	78.00	78.00
Total 10243:										
10244	02/19	02/05/2019	10244	5740 Thomas Holt	10	1	10-12-5209	.00	380.00	380.00
Total 10244:										
10245	02/19	02/05/2019	10245	2920 TOM NICKERSON	012919	1	20-11-5504	.00	455.00	455.00
02/19	02/05/2019	10245	2920	TOM NICKERSON	020119	1	10-72-5504	.00	390.00	390.00
Total 10245:										
10246	02/19	02/05/2019	10246	4680 UNITED RENTALS NORTHWEST	165113505-0	1	40-11-5504	.00	3,620.56	3,620.56
Total 10246:										
10247	02/19	02/05/2019	10247	4960 WATERLAB CORP.	76547	1	30-11-5250	.00	105.00	105.00
02/19	02/05/2019	10247	4960	WATERLAB CORP.	76547	2	40-11-5250	.00	380.00	380.00
Total 10247:										
10248	02/19	02/05/2019	10248	5150 YAMHILL COUNTY SHERIFFS O	020119	1	10-18-5217	.00	16,621.42	16,621.42
02/19	02/05/2019	10248	5150	YAMHILL COUNTY SHERIFFS O	020219	1	10-14-5313	.00	32.00	32.00
Total 10248:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10248:										
10249										
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	8635830339	1	10-66-5140	.00	13.46	13.46
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	8635830339	2	20-11-5140	.00	3.96	3.96
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	8635830339	3	30-11-5140	.00	22.16	22.16
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	8635830339	4	40-11-5140	.00	39.58	39.58
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	863840505	1	10-66-5140	.00	13.46	13.46
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	863840505	2	20-11-5140	.00	3.96	3.96
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	863840505	3	30-11-5140	.00	22.16	22.16
02/19	02/12/2019	10249	430	ARAMARK UNIFORM SERVICES	863840505	4	40-11-5140	.00	39.58	39.58
Total 10249:										
								.00	158.32	158.32
10250										
02/19	02/12/2019	10250	720	BEERY, ELSNER & HAMMOND L	19060	1	10-17-5203	.00	148.50	148.50
Total 10250:										
								.00	148.50	148.50
10251										
02/19	02/12/2019	10251	1380	CARQUEST	4758-178931	1	10-72-5137	.00	50.41	50.41
02/19	02/12/2019	10251	1380	CARQUEST	4758-178933	1	10-66-5504	.00	75.45	75.45
02/19	02/12/2019	10251	1380	CARQUEST	4758-179032	1	10-72-5137	.00	4.18	4.18
Total 10251:										
								.00	130.04	130.04
10252										
02/19	02/12/2019	10252	1135	CITY OF YAMHILL	329	1	10-14-5211	.00	300.00	300.00
Total 10252:										
								.00	300.00	300.00
10253										
02/19	02/12/2019	10253	1760	FERGUSON ENTERPRISES, IN	0735985	1	30-11-5530	.00	369.27	369.27
02/19	02/12/2019	10253	1760	FERGUSON ENTERPRISES, IN	735977	1	30-11-5530	.00	427.79	427.79
Total 10253:										
								.00	797.06	797.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10254										
02/19	02/12/2019	10254	2160	HONEY BUCKET	550964112	1	10-66-5200	.00	106.00	106.00
02/19	02/12/2019	10254	2160	HONEY BUCKET	550964113	1	10-66-5200	.00	106.00	106.00
02/19	02/12/2019	10254	2160	HONEY BUCKET	550964114	1	10-66-5200	.00	106.00	106.00
Total 10254:									318.00	
10255										
02/19	02/12/2019	10255	5797	James or Alice Buckles	020619	1	40-10-4340	.00	111.03	111.03
Total 10255:									111.03	
10256										
02/19	02/12/2019	10256	5170	LEWIS YOUNGER	020619	1	30-10-4330	.00	103.11	103.11
Total 10256:									103.11	
10257										
02/19	02/12/2019	10257	2690	LOWES	910934	1	10-12-5504	.00	43.38	43.38
Total 10257:									43.38	
10258										
02/19	02/12/2019	10258	5529	McKinnville Gas Inc.	UO112095	1	10-72-5415	.00	610.87	610.87
Total 10258:									610.87	
10259										
02/19	02/12/2019	10259	2900	MID-WILLAMETTE VALLEY COU	1819156	1	10-17-5214	.00	3,210.32	3,210.32
Total 10259:									3,210.32	
10260										
02/19	02/12/2019	10260	3590	PGE	020619	1	10-19-5400	.00	1,548.65	1,548.65
Total 10260:									1,548.65	
10261										
02/19	02/12/2019	10261	3730	PRIMISYS	9954362	1	10-12-5234	.00	400.00	400.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
02/19	02/12/2019	10261	3730	PRIMISYS	9954362	2	10-12-5233	.00	250.00	250.00
02/19	02/12/2019	10261	3730	PRIMISYS	9954362	3	40-11-5200	.00	50.00	50.00
Total 10261:										
									700.00	
10262										
02/19	02/12/2019	10262	4100	SHERIDAN BUILDING MATERIA	20027843	1	10-65-5504	.00	217.63	217.63
Total 10262:										
									217.63	
10263										
02/19	02/12/2019	10263	4290	STAPLES CREDIT PLAN	2220874091	1	10-12-5137	.00	53.98	53.98
Total 10263:										
									53.98	
10264										
02/19	02/12/2019	10264	2920	TOM NICKERSON	020819	1	10-72-5504	.00	195.00	195.00
Total 10264:										
									195.00	
10265										
02/19	02/12/2019	10265	5130	YAMHILL COMMUNICATIONS A	FY19-08-WIL	1	10-18-5302	.00	2,007.25	2,007.25
Total 10265:										
									2,007.25	
10266										
02/19	02/19/2019	10266	1020	CENTURYLINK	021119	1	10-12-5413	.00	239.86	239.86
02/19	02/19/2019	10266	1020	CENTURYLINK	021119	2	10-66-5413	.00	11.66	11.66
02/19	02/19/2019	10266	1020	CENTURYLINK	021119	3	10-67-5413	.00	16.73	16.73
02/19	02/19/2019	10266	1020	CENTURYLINK	021119	4	20-11-5413	.00	23.33	23.33
02/19	02/19/2019	10266	1020	CENTURYLINK	021119	5	30-11-5413	.00	180.36	180.36
02/19	02/19/2019	10266	1020	CENTURYLINK	021119	6	40-11-5413	.00	226.65	226.65
Total 10266:										
									698.59	
10267										
02/19	02/19/2019	10267	5798	Doug Boyce	021519	1	40-00-2400	.00	50.94	50.94

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10267:										
10268	02/19	02/19/2019	10268	2900	MID-WILLAMETTE VALLEY COU	1819265	10-17-5214	.00	222.75	222.75
Total 10268:										
10269	02/19	02/19/2019	10269	5659	Petty Cash	021919	10-12-5137	.00	178.13	178.13
02/19	02/19/2019	10269	5659	Petty Cash	021919	2	10-65-5126	.00	16.18	16.18
Total 10269:										
10270	02/19	02/19/2019	10270	3650	POLLARD WATER COM	WP002385	30-11-5531	.00	36.30	36.30
Total 10270:										
10271	02/19	02/19/2019	10271	4360	SUMCO EXCAVATING INC	10411	20-11-5504	.00	95.00	95.00
Total 10271:										
10272	02/19	02/19/2019	10272	5740	Thomas Holt	021919	10-12-5137	.00	286.36	286.36
Total 10272:										
10273	02/19	02/19/2019	10273	5647	US BANK EQUIPMENT FINANCE	377813068	10-12-5606	.00	210.94	210.94
02/19	02/19/2019	10273	5647	US BANK EQUIPMENT FINANCE	377813068	2	10-65-5137	.00	127.57	127.57
Total 10273:										
Grand Totals:										48,407.54

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-00-2000	3,491.51	35,019.22-	31,527.71-
10-00-2130	195.20	.00	195.20
10-10-4901	.00	47.22-	47.22-
10-12-5137	644.30	.00	644.30
10-12-5209	380.00	.00	380.00
10-12-5230	161.28	.00	161.28
10-12-5233	250.00	.00	250.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	.00	85.00-	85.00-
10-12-5344	194.93	.00	194.93
10-12-5413	239.86	.00	239.86
10-12-5415	642.27	.00	642.27
10-12-5504	43.38	.00	43.38
10-12-5606	210.94	.00	210.94
10-13-5310	400.00	140.00-	260.00
10-14-5211	300.00	.00	300.00
10-14-5306	106.00	.00	106.00
10-14-5313	32.00	.00	32.00
10-17-5203	148.50	.00	148.50
10-17-5214	3,433.07	3,210.32-	222.75
10-18-5120	95.56	.00	95.56
10-18-5217	16,621.42	.00	16,621.42
10-18-5302	2,007.25	.00	2,007.25
10-19-5400	1,548.65	.00	1,548.65
10-65-5040	150.00	.00	150.00
10-65-5100	55.37	.00	55.37
10-65-5101	104.86	.00	104.86
10-65-5102	72.76	.00	72.76
10-65-5106	65.10	.00	65.10
10-65-5126	16.18	.00	16.18
10-65-5137	127.57	.00	127.57
10-65-5415	269.04	.00	269.04
10-65-5504	217.63	.00	217.63
10-66-5040	150.00	.00	150.00
10-66-5120	154.93	.00	154.93
10-66-5137	73.26	.00	73.26
10-66-5140	40.38	.00	40.38
10-66-5200	318.00	.00	318.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-66-5413	11.66	.00	11.66
10-66-5415	148.54	.00	148.54
10-66-5504	75.45	.00	75.45
10-67-5310	200.00	.00	200.00
10-67-5413	16.73	.00	16.73
10-67-5415	311.62	.00	311.62
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	176.41	.00	176.41
10-72-5137	332.45	8.97-	323.48
10-72-5320	100.00	.00	100.00
10-72-5415	1,166.67	.00	1,166.67
10-72-5504	585.00	.00	585.00
20-00-2000	.00	674.31-	674.31-
20-11-5120	46.72	.00	46.72
20-11-5137	42.38	.00	42.38
20-11-5140	11.88	.00	11.88
20-11-5413	23.33	.00	23.33
20-11-5504	550.00	.00	550.00
30-00-2000	94.70	6,941.65-	6,846.95-
30-00-2300	.00	94.70-	94.70-
30-10-4330	103.11	.00	103.11
30-11-5040	75.00	.00	75.00
30-11-5120	135.80	.00	135.80
30-11-5137	68.99	.00	68.99
30-11-5140	66.48	.00	66.48
30-11-5250	105.00	.00	105.00
30-11-5413	180.36	.00	180.36
30-11-5415	4,438.19	.00	4,438.19
30-11-5530	1,732.42	.00	1,732.42
30-11-5531	36.30	.00	36.30
40-00-2000	73.91	9,432.48-	9,358.57-
40-00-2400	50.94	73.91-	22.97-
40-10-4340	111.03	.00	111.03
40-11-5120	63.17	.00	63.17
40-11-5140	118.74	.00	118.74
40-11-5200	550.00	.00	550.00
40-11-5250	380.00	.00	380.00
40-11-5413	226.65	.00	226.65
40-11-5415	3,312.39	.00	3,312.39

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 FEBRUARY 28, 2019

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	110,517.38
99-00-1015	XPRESS DEPOSIT ACCOUNT	3,485.74
99-00-1020	PAYROLL - CHECKING	49,329.94
99-00-1030	INVESTMENTS-LGIP	1,510,063.62
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,986.12
99-00-1040	PETTY CASH	300.00

	TOTAL COMBINED CASH	1,676,682.80
99-00-1900	COURT CASH CLEARING	(190.00)
99-00-1910	MERCHANT SERVICES CLEARING	(333.58)
99-00-1009	CASH ALLOCATED	(1,676,159.22)

TOTAL UNALLOCATED CASH .00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	506,088.20
20	ALLOCATION TO STREET FUND	163,468.45
21	ALLOCATION TO STREET SDC FUND	161,140.00
30	ALLOCATION TO WATER FUND	324,248.96
31	ALLOCATION TO WATER SDC FUND	61,129.98
40	ALLOCATION TO WASTEWATER FUND	440,994.77
41	ALLOCATION TO WASTEWATER SDC FUND	19,088.86

	TOTAL ALLOCATIONS TO OTHER FUNDS	1,676,159.22
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(1,676,159.22)

ZERO PROOF IF ALLOCATIONS BALANCE .00

CITY OF WILLAMINA
BALANCE SHEET
FEBRUARY 28, 2019

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	506,088.20	
10-00-1280	TAXES RECEIVABLE	30,299.00	
10-00-1300	INVENTORY	8,213.00	
10-00-1350	PREPAID EXPENSES	1,757.71	
10-00-1400	LAND	117,674.00	
10-00-1420	LAND IMPROVEMENTS	980,055.00	
10-00-1430	BUILDINGS	273,506.00	
10-00-1440	EQUIPMENT	193,843.00	
10-00-1460	VEHICLES	56,367.00	
10-00-1490	ACCUMULATED DEPRECIATION	(721,598.71)	
10-00-1900	DEFERRED PENSION	48,321.00	
	TOTAL ASSETS		1,494,525.20

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	14,906.77	
10-00-2100	ACCRUED PAYROLL	10,182.66	
10-00-2130	UNION DUES PAYABLE	(259.96)	
10-00-2140	PERS PAYABLE	2,859.50	
10-00-2150	ACCRUED VACATION	32,208.45	
	TOTAL LIABILITIES		59,897.42

FUND EQUITY

10-00-3000	FUND BALANCE	249,806.07	
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	899,846.29	
	REVENUE OVER EXPENDITURES - YTD	259,975.42	
	BALANCE - CURRENT DATE	1,434,627.78	
	TOTAL FUND EQUITY		1,434,627.78
	TOTAL LIABILITIES AND EQUITY		1,494,525.20

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	1,898.41	372,887.45	369,000.00	(3,887.45)	101.1
10-10-4002 PROPERTY TAX PRIOR	408.20	13,445.38	10,000.00	(3,445.38)	134.5
10-10-4003 INTEREST ON TAXES	5.23	188.66	75.00	(113.66)	251.6
10-10-4110 STATE CIGARETTE TAX	.00	1,538.21	1,800.00	261.79	85.5
10-10-4111 STATE REVENUE SHARING	.00	13,960.20	24,000.00	10,039.80	58.2
10-10-4112 STATE LIQUOR TAX	4,560.57	24,135.15	32,000.00	7,864.85	75.4
10-10-4113 STATE MARIJUANA TAX	.00	1,442.12	5,000.00	3,557.88	28.8
10-10-4501 BUSINESS LICENSES	.00	140.00	3,500.00	3,360.00	4.0
10-10-4511 LIEN SEARCHES	50.00	4,753.16	1,000.00	(3,753.16)	475.3
10-10-4571 OLCC LICENSE FEE	210.00	245.00	200.00	(45.00)	122.5
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	459.98	1,500.00	1,040.02	30.7
10-10-4601 FRANCHISE FEES NW NATURAL	12,654.85	12,654.85	13,000.00	345.15	97.4
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	265.92	3,702.48	5,200.00	1,497.52	71.2
10-10-4605 FRANCHISE FEES ONLINENW	.00	1,087.06	2,000.00	912.94	54.4
10-10-4701 RENT - CENTER MARKET	.00	1,600.00	2,000.00	400.00	80.0
10-10-4816 DONATIONS	.00	.00	3,000.00	3,000.00	.0
10-10-4900 INTEREST INCOME	3,159.17	21,532.23	15,000.00	(6,532.23)	143.6
10-10-4901 MISCELLANEOUS INCOME	(21,213.03)	1,962.35	1,000.00	(962.35)	196.2
TOTAL DEPARTMENT 10	1,999.32	475,734.28	837,823.00	362,088.72	56.8
COURT					
10-14-4507 COURT FINES AND FEES	.00	2,313.00	1,500.00	(813.00)	154.2
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	.00	2,313.00	1,600.00	(713.00)	144.6
PLANNING					
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
10-17-4585 DEVELOPMENT FEES PLANNING	.00	52,150.00	.00	(52,150.00)	.0
TOTAL PLANNING	.00	52,150.00	10,500.00	(41,650.00)	496.7
PUBLIC SAFETY					
10-18-4200 CODE ENFORCEMENT FINES	.00	330.00	2,500.00	2,170.00	13.2
10-18-4506 PUBLIC SAFETY FEE	.00	.00	50,000.00	50,000.00	.0
TOTAL PUBLIC SAFETY	.00	330.00	52,500.00	52,170.00	.6

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	1,599.57	11,354.73	19,000.00	7,645.27	59.8
10-19-4823 UTILITY FEE	791.67	7,678.02	9,500.00	1,821.98	80.8
TOTAL STREET LIGHTS	2,391.24	19,032.75	28,500.00	9,467.25	66.8
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	8,037.18	8,341.00	303.82	96.4
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	25,000.00	25,000.00	.0
TOTAL SPECIAL	.00	8,037.18	33,341.00	25,303.82	24.1
<u>LIBRARY</u>					
10-65-4560 FINES	.00	374.69	900.00	525.31	41.6
10-65-4705 CCRLS FORMULA PAYMENT	.00	4,622.00	18,000.00	13,378.00	25.7
10-65-4708 CCRLS LOST BOOK	.00	20.00	200.00	180.00	10.0
10-65-4714 CCRLS RURAL PATRON	.00	70.53	.00	(70.53)	.0
10-65-4811 READY TO READ GRANT	.00	1,000.00	1,000.00	.00	100.0
10-65-4812 YOUTH COLLECTION GRANT	.00	3,000.00	3,000.00	.00	100.0
10-65-4816 DONATIONS	.00	105.00	100.00	(5.00)	105.0
10-65-4901 MISCELLANEOUS INCOME	35.00	331.50	300.00	(31.50)	110.5
TOTAL LIBRARY	35.00	9,523.72	23,500.00	13,976.28	40.5
<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>DEPARTMENT 81</u>					
10-81-4814 OR DEPT OF FISH & WILDLIFE	.00	22,658.16	1,000.00	(21,658.16)	2265.8
10-81-4817 GRANT WEST VALLEY VISITORS ASC	23,000.00	23,000.00	.00	(23,000.00)	.0
TOTAL DEPARTMENT 81	23,000.00	45,658.16	1,000.00	(44,658.16)	4565.8
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,750.00	14,000.00	21,000.00	7,000.00	66.7
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,575.00	12,600.00	18,900.00	6,300.00	66.7
TOTAL TRANSFER	3,325.00	26,600.00	39,900.00	13,300.00	66.7

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	30,750.56	639,379.09	1,030,164.00	390,784.91	62.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	BANK CHARGES	156.68	1,116.96	1,800.00	683.04 62.1
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	213.36	1,999.83	4,500.00	2,500.17 44.4
10-12-5126	POSTAGE	.00	571.88	1,500.00	928.12 38.1
10-12-5137	SUPPLIES	1,056.65	11,469.49	12,000.00	530.51 95.6
10-12-5200	CONTRACT SERVICES	965.40	6,337.98	22,500.00	16,162.02 28.2
10-12-5201	AUDIT SERVICES	.00	14,000.00	15,000.00	1,000.00 93.3
10-12-5203	LEGAL SERVICES	.00	1,842.47	11,000.00	9,157.53 16.8
10-12-5207	INSURANCE	.00	20,353.83	25,000.00	4,646.17 81.4
10-12-5209	CLEANING SERVICES	380.00	3,200.00	5,200.00	2,000.00 61.5
10-12-5230	PRINTING AND PUBLISHING	161.28	2,169.42	5,000.00	2,830.58 43.4
10-12-5233	TECHNOLOGY SERVICES	7,244.30	12,864.16	12,000.00	(864.16) 107.2
10-12-5234	TECHNOLOGY BACK UP	400.00	3,200.00	5,500.00	2,300.00 58.2
10-12-5235	SOFTWARE MAINTENANCE	1,200.00	9,600.00	15,000.00	5,400.00 64.0
10-12-5320	DUES, LICENSE, PERMITS	(85.00)	3,497.55	6,000.00	2,502.45 58.3
10-12-5342	CONFERENCE/SEMINAR/TRAINING	.00	3,153.56	5,000.00	1,846.44 63.1
10-12-5344	TRAVEL	170.52	781.60	1,000.00	218.40 78.2
10-12-5355	MISCELLANEOUS EXPENSE	.00	.00	750.00	750.00 .0
10-12-5413	TELEPHONE	251.47	7,116.25	5,000.00	(2,116.25) 142.3
10-12-5415	UTILITIES	233.54	4,868.95	9,000.00	4,131.05 54.1
10-12-5504	REPAIRS - MAINTENANCE	238.51	3,759.39	8,000.00	4,240.61 47.0
10-12-5600	EQUIPMENT	415.98	2,892.12	3,500.00	607.88 82.6
10-12-5606	EQUIPMENT LEASE	210.94	2,785.03	6,000.00	3,214.97 46.4
	TOTAL ADMIN	13,213.63	117,580.47	180,510.00	62,929.53 65.1
<u>COUNCIL</u>					
10-13-5307	COMMUNITY PROJECT	.00	491.00	1,000.00	509.00 49.1
10-13-5310	STIPEND	260.00	3,060.00	5,000.00	1,940.00 61.2
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	650.00	800.00	150.00 81.3
10-13-5355	COUNCIL EXPENSE	.00	1,688.27	1,000.00	(688.27) 168.8
	TOTAL COUNCIL	260.00	5,889.27	12,050.00	6,160.73 48.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	300.00	1,800.00	3,400.00	1,600.00	52.9
10-14-5306 STATE ASSESSMENT	106.00	427.00	1,500.00	1,073.00	28.5
10-14-5313 COUNTY JAIL ASSESSMENT	32.00	128.00	600.00	472.00	21.3
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	438.00	2,355.00	6,500.00	4,145.00	36.2
<u>PLANNING</u>					
10-17-5203 LEGAL - PLANNING	148.50	320.50	500.00	179.50	64.1
10-17-5204 ENGINEERING SERVICES	.00	2,875.00	10,000.00	7,125.00	28.8
10-17-5214 PLANNING SERVICES	222.75	11,796.05	40,000.00	28,203.95	29.5
10-17-5342 CONFERENCE/SEMINAR/TRAINING	.00	20.00	500.00	480.00	4.0
TOTAL PLANNING	371.25	15,011.55	51,000.00	35,988.45	29.4
<u>PUBLIC SAFETY</u>					
10-18-5000 SALARY - WAGES	2,223.37	17,870.51	28,000.00	10,129.49	63.8
10-18-5020 PAYROLL TAX	173.28	1,392.78	2,800.00	1,407.22	49.7
10-18-5040 BENEFITS	1,474.63	3,062.43	25,300.00	22,237.57	12.1
10-18-5060 PERS	105.61	848.84	1,800.00	951.16	47.2
10-18-5090 WORKERS COMP	1.42	13.31	300.00	286.69	4.4
10-18-5120 GAS - OIL	66.33	594.57	1,800.00	1,205.43	33.0
10-18-5137 SUPPLIES	15.68	291.03	1,000.00	708.97	29.1
10-18-5217 POLICE SERVICES CONTRACT	16,621.42	132,971.36	200,000.00	67,028.64	66.5
10-18-5302 DUES YCOM	2,007.25	16,058.00	25,000.00	8,942.00	64.2
10-18-5342 CONFERENCE/SEMINAR/TRAINING	.00	453.76	500.00	46.24	90.8
10-18-5413 TELEPHONE	46.45	460.09	900.00	439.91	51.1
10-18-5504 REPAIRS - MAINTENANCE	.00	147.44	2,000.00	1,852.56	7.4
TOTAL PUBLIC SAFETY	22,735.44	174,164.12	289,400.00	115,235.88	60.2
<u>STREET LIGHTS</u>					
10-19-5400 STREET LIGHTS	1,548.65	12,585.64	19,500.00	6,914.36	64.5
TOTAL STREET LIGHTS	1,548.65	12,585.64	19,500.00	6,914.36	64.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	8,037.18	8,341.00	303.82	96.4
TOTAL SPECIAL	.00	8,037.18	33,341.00	25,303.82	24.1
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	3,033.50	25,500.31	39,500.00	13,999.69	64.6
10-65-5020 PAYROLL TAX	242.47	1,956.28	3,950.00	1,993.72	49.5
10-65-5040 BENEFITS	1,432.87	10,903.17	19,500.00	8,596.83	55.9
10-65-5060 PERS	144.09	1,211.23	2,400.00	1,188.77	50.5
10-65-5090 WORKERS COMP	1.71	19.96	60.00	40.04	33.3
10-65-5100 BOOKS CHILDREN	69.91	1,865.39	2,200.00	334.61	84.8
10-65-5101 AUDIO VISUAL CHILDREN	.00	279.48	800.00	520.52	34.9
10-65-5102 AUDIO VISUAL ADULT	16.54	555.77	800.00	244.23	69.5
10-65-5103 AUDIO VISUAL LOST REPLACEMENT	.00	.00	25.00	25.00	.0
10-65-5106 BOOKS ADULTS	112.51	2,010.80	2,200.00	189.20	91.4
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	100.00	100.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	942.17	800.00	(142.17)	117.8
10-65-5112 SPECIAL PROGRAM ADULT	.00	246.68	500.00	253.32	49.3
10-65-5126 POSTAGE	16.18	123.06	150.00	26.94	82.0
10-65-5137 SUPPLIES	311.09	1,711.45	2,200.00	488.55	77.8
10-65-5200 CONTRACT SERVICES	.00	543.75	800.00	256.25	68.0
10-65-5209 CLEANING SERVICES	.00	.00	100.00	100.00	.0
10-65-5233 TECHNOLOGY SERVICES	1,461.50	2,257.56	1,750.00	(507.56)	129.0
10-65-5320 DUES, LICENSE, PERMITS	100.00	334.00	550.00	216.00	60.7
10-65-5321 SUBSCRIPTIONS	.00	79.80	500.00	420.20	16.0
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	10.00	300.00	290.00	3.3
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	.00	1,479.01	1,200.00	(279.01)	123.3
10-65-5415 UTILITIES	307.51	2,693.42	3,800.00	1,106.58	70.9
10-65-5504 REPAIRS - MAINTENANCE	437.38	(405.25)	1,500.00	1,905.25	(27.0)
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	.00	935.86	2,000.00	1,064.14	46.8
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
10-65-5913 YOUTH COLLECTION GRANT	.00	2,912.45	3,000.00	87.55	97.1
TOTAL LIBRARY	7,687.26	58,166.35	92,385.00	34,218.65	63.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,326.71	14,378.64	26,000.00	11,621.36	55.3
10-66-5001 PW ALLOCATED PAYROLL	210.92	1,687.36	2,531.00	843.64	66.7
10-66-5020 PAYROLL TAX	246.94	2,445.71	2,600.00	154.29	94.1
10-66-5040 BENEFITS	150.00	600.00	4,750.00	4,150.00	12.6
10-66-5060 PERS	148.95	872.25	1,600.00	727.75	54.5
10-66-5090 WORKERS COMP	1.70	973.67	300.00	(673.67)	324.6
10-66-5120 GAS - OIL	69.38	908.86	1,000.00	91.14	90.9
10-66-5137 SUPPLIES	23.98	694.33	1,500.00	805.67	46.3
10-66-5140 UNIFORMS - TOWELS	40.38	441.28	900.00	458.72	49.0
10-66-5200 CONTRACT SERVICES	335.50	2,648.92	5,000.00	2,351.08	53.0
10-66-5413 TELEPHONE	59.50	575.59	750.00	174.41	76.8
10-66-5415 UTILITIES	137.16	1,651.05	3,000.00	1,348.95	55.0
10-66-5504 REPAIRS - MAINTENANCE	75.45	2,690.75	2,500.00	(190.75)	107.6
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	601.48	2,000.00	1,398.52	30.1
10-66-6000 CAPITAL OUTLAY	.00	200.00	10,000.00	9,800.00	2.0
10-66-9615 PW EXPENSE ALLOCATION	41.42	331.36	497.00	165.64	66.7
TOTAL PARKS	2,867.99	31,701.25	73,928.00	42,226.75	42.9
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	.00	455.76	800.00	344.24	57.0
10-67-5233 TECHNOLOGY SERVICES	.00	450.00	500.00	50.00	90.0
10-67-5310 STIPEND	200.00	1,600.00	2,400.00	800.00	66.7
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	16.73	1,515.88	850.00	(665.88)	178.3
10-67-5415 UTILITIES	325.90	2,653.66	3,400.00	746.34	78.1
10-67-5504 REPAIRS - MAINTENANCE	.00	23.94	1,000.00	976.06	2.4
10-67-5606 EQUIPMENT LEASE	.00	.00	100.00	100.00	.0
TOTAL MUSEUM	542.63	6,767.24	9,150.00	2,382.76	74.0
<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	1,130.00	2,500.00	1,370.00	45.2
TOTAL CEMETERY	.00	1,130.00	3,600.00	2,470.00	31.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	16,475.92	137,508.42	209,000.00	71,491.58	65.8
10-70-5002 ADMIN ALLOCATED PAYROLL	(19,218.42)	(153,747.36)	(230,621.00)	(76,873.64)	(66.7)
10-70-5020 PAYROLL TAX	1,260.52	10,321.47	20,900.00	10,578.53	49.4
10-70-5040 BENEFITS	5,571.99	42,064.81	72,000.00	29,935.19	58.4
10-70-5060 PERS	782.59	6,531.62	12,300.00	5,768.38	53.1
10-70-5090 WORKERS COMP	4.89	219.56	1,000.00	780.44	22.0
TOTAL PAYROLL ADMIN	4,877.49	42,898.52	84,579.00	41,680.48	50.7
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	12,489.32	102,790.37	155,500.00	52,709.63	66.1
10-71-5001 PW ALLOCATED PAYROLL	(21,095.84)	(168,766.72)	(253,150.00)	(84,383.28)	(66.7)
10-71-5020 PAYROLL TAX	784.51	6,260.14	15,500.00	9,239.86	40.4
10-71-5040 BENEFITS	4,091.92	30,853.13	67,250.00	36,396.87	45.9
10-71-5060 PERS	913.48	7,588.83	13,200.00	5,611.17	57.5
10-71-5090 WORKERS COMP	4.44	44.43	1,700.00	1,655.57	2.6
TOTAL PAYROLL PUBLIC WORKS	(2,812.17)	(21,229.82)	.00	21,229.82	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	144.72	2,103.58	3,400.00	1,296.42	61.9
10-72-5137 SUPPLIES	609.43	3,834.67	8,000.00	4,165.33	47.9
10-72-5140 UNIFORMS - TOWELS	219.15	360.13	1,000.00	639.87	36.0
10-72-5200 CONTRACT SERVICES	.00	96.25	500.00	403.75	19.3
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	12,000.00	12,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	100.00	500.00	400.00	20.0
10-72-5320 DUES, LICENSE, PERMITS	.00	100.00	1,000.00	900.00	10.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	813.92	1,000.00	186.08	81.4
10-72-5344 TRAVEL	.00	110.07	300.00	189.93	36.7
10-72-5415 UTILITIES	703.25	5,136.12	10,000.00	4,863.88	51.4
10-72-5504 REPAIRS - MAINTENANCE	477.52	1,321.01	6,000.00	4,678.99	22.0
10-72-5507 EQUIPMENT MAINTENANCE	.00	117.99	2,500.00	2,382.01	4.7
10-72-5600 EQUIPMENT	.00	890.17	3,000.00	2,109.83	29.7
10-72-9615 FUND/DEPT ALLOCATIONS	(4,141.67)	(33,133.36)	(49,700.00)	(16,566.64)	(66.7)
TOTAL PUBLIC WORKS OPERATIONS	(1,987.60)	(6,149.45)	.00	6,149.45	.0
<u>CAPITAL</u>					
10-80-6001 CAPITAL OUTLAY -WEBSITE	.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	.00	2,715.00	18,000.00	15,285.00	15.1

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-81-5915 GRANT EXP-ODFW HUDELSTON POND	.00	21,708.07	1,000.00	(20,708.07)	2170.8
TOTAL DEPARTMENT 81	.00	21,708.07	1,000.00	(20,708.07)	2170.8
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	(11,740.84)	(93,926.72)	(140,890.00)	(46,963.28)	(66.7)
TOTAL TRANSFER	(11,740.84)	(93,926.72)	(140,890.00)	(46,963.28)	(66.7)
<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	38,001.73	379,403.67	1,030,164.00	650,760.33	36.8
NET REVENUE OVER EXPENDITURES	(7,251.17)	259,975.42	.00	(259,975.42)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 FEBRUARY 28, 2019

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	163,468.45	
	TOTAL ASSETS		163,468.45
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	131.12	
	TOTAL LIABILITIES		131.12
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	160,326.96	
	REVENUE OVER EXPENDITURES - YTD	3,010.37	
	BALANCE - CURRENT DATE	163,337.33	
	TOTAL FUND EQUITY		163,337.33
	TOTAL LIABILITIES AND EQUITY		163,468.45

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	13,984.75	108,322.09	145,000.00	36,677.91	74.7
TOTAL DEPARTMENT 10	13,984.75	108,322.09	286,773.00	178,450.91	37.8
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20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	50,000.00	50,000.00	.00	100.0
TOTAL DEPARTMENT 81	.00	50,000.00	50,000.00	.00	100.0
TOTAL FUND REVENUE	13,984.75	158,322.09	336,773.00	178,450.91	47.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	2,697.50	21,580.00	32,370.00	10,790.00	66.7
20-11-5002 ADMIN ALLOCATED PAYROLL	2,457.42	19,659.36	29,489.00	9,829.64	66.7
20-11-5090 WORKERS COMP	.00	2,266.38	1,000.00	(1,266.38)	226.6
20-11-5120 GAS - OIL	124.37	693.96	1,500.00	806.04	46.3
20-11-5137 SUPPLIES	.00	520.80	1,500.00	979.20	34.7
20-11-5140 UNIFORMS - TOWELS	11.88	129.81	500.00	370.19	26.0
20-11-5204 ENGINEERING SERVICES	.00	11,003.80	10,000.00	(1,003.80)	110.0
20-11-5413 TELEPHONE	26.12	231.11	600.00	368.89	38.5
20-11-5504 REPAIRS - MAINTENANCE	95.00	2,244.70	3,000.00	755.30	74.8
20-11-5521 SIDEWALK MAINTENANCE	.00	32.00	10,000.00	9,968.00	.3
20-11-5522 STREET MAINTENANCE	.00	27,150.59	60,000.00	32,849.41	45.3
20-11-5523 TRAFFIC CONTROL	.00	1,058.49	2,000.00	941.51	52.9
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	5,412.29	86,571.00	153,459.00	66,888.00	56.4
20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	.00	52,494.00	50,000.00	(2,494.00)	105.0
TOTAL DEPARTMENT 81	.00	52,494.00	50,000.00	(2,494.00)	105.0
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,501.25	12,010.00	18,015.00	6,005.00	66.7
20-90-9615 PW EXPENSE ALLOCATION	529.59	4,236.72	6,355.00	2,118.28	66.7
TOTAL TRANSFER	2,030.84	16,246.72	24,370.00	8,123.28	66.7
<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
TOTAL CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
TOTAL FUND EXPENDITURES	7,443.13	155,311.72	336,773.00	181,461.28	46.1
NET REVENUE OVER EXPENDITURES	6,541.62	3,010.37	.00	(3,010.37)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 FEBRUARY 28, 2019

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	161,140.00	
	TOTAL ASSETS		161,140.00
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
21-00-2000	ACCOUNT PAYABLE	85.00	
	TOTAL LIABILITIES		85.00
<u>FUND EQUITY</u>			
21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	57,000.00	
	REVENUE OVER EXPENDITURES - YTD	14,055.00	
	BALANCE - CURRENT DATE	161,055.00	
	TOTAL FUND EQUITY		161,055.00
	TOTAL LIABILITIES AND EQUITY		161,140.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	.00	18,000.00	30,000.00	12,000.00	60.0
TOTAL DEPARTMENT 10	.00	18,000.00	159,000.00	141,000.00	11.3
TOTAL FUND REVENUE	.00	18,000.00	159,000.00	141,000.00	11.3

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	85.00	3,945.00	10,000.00	6,055.00	39.5
TOTAL DEPARTMENT 80	85.00	3,945.00	10,000.00	6,055.00	39.5
<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	85.00	3,945.00	159,000.00	155,055.00	2.5
NET REVENUE OVER EXPENDITURES	(85.00)	14,055.00	.00	(14,055.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
FEBRUARY 28, 2019

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	324,248.96	
30-00-1251	UTILITY RECEIVABLE	55,550.88	
30-00-1300	INVENTORY	16,426.00	
30-00-1400	LAND	122,298.00	
30-00-1410	SYSTEMS	1,599,368.40	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	605,516.00	
30-00-1440	EQUIPMENT	129,858.00	
30-00-1460	VEHICLES	42,663.00	
30-00-1490	ACCUMULATED DEPRECIATION	(1,760,206.08)	
	TOTAL ASSETS		<u>1,136,111.16</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	14,054.53	
30-00-2100	ACCRUED PAYROLL	996.41	
30-00-2150	ACCRUED VACATION	3,429.48	
30-00-2300	WATER DEPOSITS	53,909.90	
30-00-2820	ACCRUED INTEREST	13,723.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	694,317.42	
30-00-2940	DUE TO FUND 40	185,000.00	
	TOTAL LIABILITIES		965,430.74

FUND EQUITY

30-00-3000	FUND BALANCE	156,514.96	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	(7,244.86)	
	REVENUE OVER EXPENDITURES - YTD	<u>21,410.32</u>	
	BALANCE - CURRENT DATE	<u>170,680.42</u>	
	TOTAL FUND EQUITY		<u>170,680.42</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,136,111.16</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	57,011.95	492,777.13	700,000.00	207,222.87	70.4
30-10-4332 NEW CONNECTION FEE	.00	3,300.00	5,000.00	1,700.00	66.0
30-10-4337 DOUBLE CHECK VALVE	.00	1,400.00	1,500.00	100.00	93.3
30-10-4350 RECOVERY BAD DEBT	34.29	913.48	500.00	(413.48)	182.7
30-10-4581 PENALTY AND FEES	100.00	1,900.00	2,500.00	600.00	76.0
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	100.00	150.00	50.00	66.7
TOTAL DEPARTMENT 10	57,146.24	500,390.61	907,057.00	406,666.39	55.2
TOTAL FUND REVENUE	57,146.24	500,390.61	907,057.00	406,666.39	55.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	4,298.60	36,745.13	58,000.00	21,254.87	63.4
30-11-5001 PW ALLOCATED PAYROLL	9,683.34	77,466.72	116,200.00	38,733.28	66.7
30-11-5002 ADMIN ALLOCATED PAYROLL	8,821.58	70,572.64	105,859.00	35,286.36	66.7
30-11-5020 PAYROLL TAX	380.18	2,701.56	5,800.00	3,098.44	46.6
30-11-5040 BENEFITS	802.27	6,040.71	10,200.00	4,159.29	59.2
30-11-5060 PERS	636.56	4,720.89	7,000.00	2,279.11	67.4
30-11-5090 WORKERS COMP	2.51	2,140.62	1,500.00	(640.62)	142.7
30-11-5105 BAD DEBT	314.19	2,711.98	4,000.00	1,288.02	67.8
30-11-5108 CHEMICALS	1,375.80	6,533.52	20,000.00	13,466.48	32.7
30-11-5120 GAS - OIL	107.07	1,079.46	3,000.00	1,920.54	36.0
30-11-5123 MERCHANT FEES	331.92	2,389.14	8,000.00	5,610.86	29.9
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	18.90	899.72	3,100.00	2,200.28	29.0
30-11-5140 UNIFORMS - TOWELS	66.48	976.82	2,000.00	1,023.18	48.8
30-11-5200 CONTRACT SERVICES	1,715.95	2,335.20	5,000.00	2,664.80	46.7
30-11-5204 ENGINEERING SERVICES	110.00	16,655.00	5,000.00	(11,655.00)	333.1
30-11-5230 PRINTING AND PUBLISHING	288.87	2,456.83	3,000.00	543.17	81.9
30-11-5250 SYSTEM ANALYSIS	105.00	1,005.00	6,000.00	4,995.00	16.8
30-11-5320 DUES, LICENSE, PERMITS	.00	1,462.73	1,000.00	(462.73)	146.3
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,000.00	1,000.00	.0
30-11-5344 TRAVEL	.00	279.43	500.00	220.57	55.9
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	247.89	2,153.71	5,000.00	2,846.29	43.1
30-11-5415 UTILITIES	10.99	26,250.09	45,000.00	18,749.91	58.3
30-11-5504 REPAIRS - MAINTENANCE	206.47	10,578.85	5,000.00	(5,578.85)	211.6
30-11-5530 SUPPLY SYSTEM MAINTENANCE	1,026.52	20,175.13	50,000.00	29,824.87	40.4
30-11-5531 DISTRIBUTION MAINTENANCE	1,031.28	4,916.28	5,500.00	583.72	89.4
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	.00	15,215.34	7,000.00	(8,215.34)	217.4
TOTAL EXPENDITURE	31,582.37	318,462.50	485,509.00	167,046.50	65.6
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	9,970.00	36,997.15	50,000.00	13,002.85	74.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	9,970.00	36,997.15	55,000.00	18,002.85	67.3
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
TOTAL DEPARTMENT 82	.00	.00	52,812.00	52,812.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9040 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
30-90-9110 IN LIEU OF FRANCHISE FEE	1,750.00	14,000.00	21,000.00	7,000.00	66.7
30-90-9231 TRANSFER IN	(1,100.25)	(8,802.00)	(13,203.00)	(4,401.00)	(66.7)
30-90-9610 OVERHEAD ALLOCATION	5,389.25	43,114.00	64,671.00	21,557.00	66.7
30-90-9615 PW EXPENSE ALLOCATION	1,901.08	15,208.64	22,813.00	7,604.36	66.7
TOTAL TRANSFER	7,940.08	123,520.64	155,281.00	31,760.36	79.6
<u>CONTINGENCY</u>					
30-99-9900 FUND BALANCE	.00	.00	158,455.00	158,455.00	.0
TOTAL CONTINGENCY	.00	.00	158,455.00	158,455.00	.0
TOTAL FUND EXPENDITURES	49,492.45	478,980.29	907,057.00	428,076.71	52.8
NET REVENUE OVER EXPENDITURES	7,653.79	21,410.32	.00	(21,410.32)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 FEBRUARY 28, 2019

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	61,129.98	
	TOTAL ASSETS		61,129.98
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
31-00-3050	FUND BALANCE, RESTRICTED	57,554.72	
31-00-3100	FUND BALANCE, RESTRICTED	8,099.26	
	REVENUE OVER EXPENDITURES - YTD	(4,524.00)	
	BALANCE - CURRENT DATE	61,129.98	
	TOTAL FUND EQUITY		61,129.98
	TOTAL LIABILITIES AND EQUITY		61,129.98

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	.00	11,088.00	20,000.00	8,912.00	55.4
TOTAL DEPARTMENT 10	.00	11,088.00	80,752.00	69,664.00	13.7
TOTAL FUND REVENUE	.00	11,088.00	80,752.00	69,664.00	13.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	6,810.00	10,000.00	3,190.00	68.1
TOTAL DEPARTMENT 80	.00	6,810.00	10,000.00	3,190.00	68.1
 <u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	1,100.25	8,802.00	13,203.00	4,401.00	66.7
TOTAL TRANSFER	1,100.25	8,802.00	13,203.00	4,401.00	66.7
 <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	 15,612.00	 80,752.00	 65,140.00	 19.3
 NET REVENUE OVER EXPENDITURES	 (1,100.25)	 (4,524.00)	 .00	 4,524.00	 .0

CITY OF WILLAMINA
 BALANCE SHEET
 FEBRUARY 28, 2019

WASTEWATER FUND

<u>ASSETS</u>			
40-00-1009	CASH ALLOCATED	440,994.77	
40-00-1251	UTILITY RECEIVABLE	50,648.53	
40-00-1300	INVENTORY	16,426.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	313,738.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	69,004.00	
40-00-1490	ACCUMULATED DEPRECIATION	(2,467,873.69)	
40-00-1930	DUE FROM FUND 30	185,000.00	
	TOTAL ASSETS		<u>2,892,893.61</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2000	ACCOUNTS PAYABLE	20,894.86	
40-00-2100	ACCRUED PAYROLL	735.45	
40-00-2150	ACCRUED VACATION	575.20	
40-00-2400	SEWER DEPOSITS	41,310.92	
40-00-2820	ACCRUED INTEREST	34,953.70	
40-00-2840	WASTEWATER TREATMENT G0300	1,024,490.00	
40-00-2841	WASTEWATER TREATMENT G9900	260,116.00	
	TOTAL LIABILITIES		1,383,076.13
<u>FUND EQUITY</u>			
40-00-3000	FUND BALANCE	606,510.69	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	915,217.91	
	REVENUE OVER EXPENDITURES - YTD	(11,911.12)	
	BALANCE - CURRENT DATE	1,509,817.48	
	TOTAL FUND EQUITY		<u>1,509,817.48</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,892,893.61</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	54,043.04	432,214.80	630,000.00	197,785.20	68.6
40-10-4342 NEW CONNECTION FEE	.00	900.00	1,500.00	600.00	60.0
40-10-4350 RECOVERY BAD DEBT	24.84	1,188.05	500.00	(688.05)	237.6
TOTAL DEPARTMENT 10	54,067.88	434,302.85	767,749.00	333,446.15	56.6
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	.00	60,000.00	60,000.00	.00	100.0
 TOTAL FUND REVENUE	 54,067.88	 494,302.85	 827,749.00	 333,446.15	 59.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,772.69	21,241.11	57,000.00	35,758.89	37.3
40-11-5001 PW ALLOCATED PAYROLL	8,504.08	68,032.64	102,049.00	34,016.36	66.7
40-11-5002 ADMIN ALLOCATED PAYROLL	7,939.42	63,515.36	95,273.00	31,757.64	66.7
40-11-5020 PAYROLL TAX	225.40	1,667.22	5,700.00	4,032.78	29.3
40-11-5040 BENEFITS	1,780.75	20,717.76	20,000.00	(717.76)	103.6
40-11-5060 PERS	128.22	1,384.97	3,600.00	2,215.03	38.5
40-11-5090 WORKERS COMP	1.82	1,841.79	1,500.00	(341.79)	122.8
40-11-5105 BAD DEBT	169.73	2,143.11	4,000.00	1,856.89	53.6
40-11-5108 CHEMICALS	585.00	5,811.18	15,000.00	9,188.82	38.7
40-11-5120 GAS - OIL	79.29	1,411.97	1,500.00	88.03	94.1
40-11-5123 MERCHANT FEES	331.92	2,389.14	8,000.00	5,610.86	29.9
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	18.20	1,120.83	3,000.00	1,879.17	37.4
40-11-5140 UNIFORMS - TOWELS	118.74	1,297.95	2,500.00	1,202.05	51.9
40-11-5200 CONTRACT SERVICES	500.00	4,077.00	8,000.00	3,923.00	51.0
40-11-5204 ENGINEERING SERVICES	192.50	4,656.25	3,000.00	(1,656.25)	155.2
40-11-5230 PRINTING AND PUBLISHING	288.87	2,456.79	3,000.00	543.21	81.9
40-11-5250 SYSTEM ANALYSIS	380.00	1,350.00	7,000.00	5,650.00	19.3
40-11-5320 DUES, LICENSE, PERMITS	.00	1,499.73	4,000.00	2,500.27	37.5
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	287.97	2,504.68	4,000.00	1,495.32	62.6
40-11-5415 UTILITIES	.00	17,593.01	34,000.00	16,406.99	51.7
40-11-5504 REPAIRS - MAINTENANCE	739.90	14,497.86	9,000.00	(5,497.86)	161.1
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	3,202.14	20,000.00	16,797.86	16.0
40-11-5600 EQUIPMENT	3,329.00	4,686.12	8,000.00	3,313.88	58.6
TOTAL EXPENDITURE	28,373.50	249,098.61	420,372.00	171,273.39	59.3
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40-80-6000 CAPITAL OUTLAY	17,584.00	38,533.00	10,000.00	(28,533.00)	385.3
TOTAL DEPARTMENT 80	17,584.00	38,533.00	10,000.00	(28,533.00)	385.3
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40-82-8040 SEWER PRINCIPAL	.00	109,193.00	109,193.00	.00	100.0
40-82-8045 SEWER INTEREST	.00	60,464.72	60,465.00	.28	100.0
TOTAL DEPARTMENT 82	.00	169,657.72	169,658.00	.28	100.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>						
40-90-9110	IN LIEU OF FRANCHISE FEE	1,575.00	12,600.00	18,900.00	6,300.00	66.7
40-90-9241	TRANSFER IN	(1,979.34)	(15,834.72)	(23,752.00)	(7,917.28)	(66.7)
40-90-9610	OVERHEAD ALLOCATION	4,850.34	38,802.72	58,204.00	19,401.28	66.7
40-90-9615	PW EXPENSE ALLOCATION	1,669.58	13,356.64	20,035.00	6,678.36	66.7
	TOTAL TRANSFER	6,115.58	48,924.64	73,387.00	24,462.36	66.7
<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	52,073.08	506,213.97	827,749.00	321,535.03	61.2
	NET REVENUE OVER EXPENDITURES	1,994.80	(11,911.12)	.00	11,911.12	.0

CITY OF WILLAMINA
 BALANCE SHEET
 FEBRUARY 28, 2019

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	19,088.86	
	TOTAL ASSETS		19,088.86
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
41-00-2000	ACCOUNT PAYABLE	3,271.25	
	TOTAL LIABILITIES		3,271.25
<u>FUND EQUITY</u>			
41-00-3050	FUND BALANCE, RESTRICTED	9,546.58	
41-00-3100	FUND BALANCE, RESTRICTED	16,677.00	
	REVENUE OVER EXPENDITURES - YTD	(10,405.97)	
	BALANCE - CURRENT DATE	15,817.61	
	TOTAL FUND EQUITY		15,817.61
	TOTAL LIABILITIES AND EQUITY		19,088.86

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	.00	15,000.00	20,000.00	5,000.00	75.0
TOTAL DEPARTMENT 10	.00	15,000.00	38,724.00	23,724.00	38.7
TOTAL FUND REVENUE	.00	15,000.00	38,724.00	23,724.00	38.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	3,271.25	9,571.25	10,000.00	428.75	95.7
TOTAL DEPARTMENT 80	3,271.25	9,571.25	10,000.00	428.75	95.7
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	1,979.34	15,834.72	23,752.00	7,917.28	66.7
TOTAL TRANSFER	1,979.34	15,834.72	23,752.00	7,917.28	66.7
<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	 5,250.59	 25,405.97	 38,724.00	 13,318.03	 65.6
 NET REVENUE OVER EXPENDITURES	 (5,250.59)	 (10,405.97)	 .00	 10,405.97	 .0

CITY OF WILLAMINA
BALANCE SHEET
FEBRUARY 28, 2019

DEBT FUND

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3000	FUND BALANCE	(457,837.37)	
50-00-3050	FUND BALANCE, RESTRICTED		457,837.37	
	TOTAL FUND EQUITY			.00
	TOTAL LIABILITIES AND EQUITY			.00

City Of Willamina
Minutes of the Meeting of the City Council
March 12, 2019
6:00 PM

Location of Meeting:

West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor April Wooden
Councilor Theresa McKnight
Councilor Roberta Lawson
Councilor Craig Johnson
Councilor Bob Burr
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Guest (not limited to:)
News-Register Reporter Paul Daliquante
Juliette's House, Carole Joa

Absent from Meeting: Councilor Rita Baller

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on March 12, 2019 at West Valley Fire Station by Mayor Ila Skyberg. The Flag salute was recited. The Deputy City Recorder called for the roll, and a quorum was present.

I. Approval of Agenda

The Agenda for the meeting was distributed and unanimously approved with 2 additions and one deletion.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Agenda Additions, Deletions, and Corrections

Mayor Ila Skyberg

Mayor Skyberg announced two additions to the agenda 1) the Oath of Office for Theresa McKnight, 2) 2019 City Council Goals. Also under presentations the deletion of the Yamhill County Transit.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg called for Public Input. She asked James Daley to speak. Mr. Daley stated his name and address. He addressed the Council regarding an old issue he brought to Council in September 2018 regarding tall bushes at the corner of 3rd and B St. he said they had not been cut down. He also said that the public signs are unreadable. Mr. Daley ran over the 3 minutes allowed under public input.

Mayor Skyberg then called upon the Edward Schmidt who gave his name and address. He brought Council his concerns regarding the tall bushes at 3rd St. and B St. He also had concerns about the public signs in addition to potholes that need repair.

3. Presentations

Mayor Ila Skyberg

Mayor Skyberg introduced the first speaker on the Agenda, Ronnie Vostinak from Homeward Bound Pets. Ms. Vostinak requested a \$300.00 donation from the City of Willamina for Homeward Bound Pets. Ms. Vostinak explained the Angel Fund that helps all families in Yamhill County with low-cost spay and neuter services. She said last year the Angel Fund spent \$18,063 and \$2,700 in administrative costs for services provided to the community.

4. Juliette's House - Carole Joa

Mayor Ila Skyberg

Mayor Skyberg then called upon Carole Joa from the Juliette's House to speak. Mark Russell, President/CEO of the Juliette's House and Carole Joa addressed the Council. Mr. Russell shared their vision of a caring community, free of child abuse, where everyone is invested in raising healthy children, and to provide compassionate intervention through prevention. Mr. Russell said their hope is to end child abuse in Yamhill County. Ms. Joa spoke next and introduced the Blue Pinwheel Campaign. She explained that April is Child Abuse Prevention Month and she was promoting the campaign by asking people to wear blue on April 10, 2019. She explained that the blue pinwheels placed in yards would show support for the campaign to end child abuse. Their organization has asked the local police to put blue ribbons on their cars to bring attention to child abuse prevention. Ms. Joa also stated the Council can sign a proclamation which she provided to the Deputy Recorder to show their support.

Next Mayor Skyberg called the Sherry Dawkins representing the Mud Drags to speak. Sherry explained she was present to ask council for permission to use city property for the Mud Drags on June 1 and 29, 2019.

MOTION: Councilor Wooden moved to allow the fourth of July Committee the use of city property for the Mud Drags on June 1 & 29, 2019. Councilor Burr

seconded the motion. Motion carried with Councilors Wooden, Johnson, Burr, and Lawson all in favor.

5. Oath Of Office

Mayor Ila Skyberg

Mayor Skyberg asked for the Oath of Office be given to Theresa McKnight. The Deputy City Recorder gave the Oath of Office and swore in Councilor McKnight.

6. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to approve the Consent Agenda. Councilor Burr moved to approve the items on the Consent Agenda. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, McKnight, Burr, Johnson, and Lawson all in favor.

Councilor Burr read the items on the Consent Agenda:

1. Check Registers from January 1 to 31, 2019 (information only)

2. Financials January 31, 2019

3. Minutes from the February 12, 2019 City Council Meeting

7. Lease of Parking Lot for City Library Use

Mayor Ila Skyberg

Councilor Burr recused himself due to an actual conflict and left the room during the discussion and vote on this issue. Mayor Skyberg asked for a motion to approve the lease of a parking lot for the Library's use.

MOTION: Councilor Johnson moved to approve the proposed lease agreement and to authorize the City Manager to sign on behalf of the City. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, McKnight, Johnson, and Lawson all in favor.

8. Polk County Partnership with The Cemetery Savers

Mayor Ila Skyberg

Mayor Skyberg asked "Shall the City Council approve a partnership between the City of Willamina and the Polk County Cemetery Savers?"

MOTION: Councilor Wooden moved that the City partner with Polk County Cemetery Savers to repair and refurbish the Willamina Historic Cemetery. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

9. Willamina Historic Cemetery Committee Appointments

Mayor Ila Skyberg

Mayor Skyberg asked “Shall the Mayor appoint Meg Commerford, Mike Nolan, and Howard Alkire to fill the vacant seats on the City of Willamina Historic Cemetery Committee?”

Mayor Skyberg then appointed Meg Commerford, Mike Nolan, and Howard Alkire to fill the vacant seats on the City of Willamina Historic Cemetery Committee.

10. Proposed 2019 City Council Goals

Mayor Ila Skyberg

Mayor Skyberg asked “Shall the City Council approve the attached 2019 Council Goals and authorize the City Manager to integrate these goals into the City’s policies and operations?”

MOTION: Councilor Wooden moved to approve the presented Council Goals and integrate them into the City’s policies and operations. Councilor Lawson seconded the motion.

Councilor Johnson moved to amend the 2019 Goals to add under No. 8 item IV. Youth Council and to integrate the amended goals into the City’s policies and operations. Councilor Burr seconded the motion. Motion carried with Councilors Wooden, McKnight, Johnson, Burr, and Lawson all in favor.

11. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported she attended the Small Cities Luncheon along with Councilor Wooden which was hosted in Dayton. Along with Councilor Wooden and McKnight, she attended the Water Task Force headed by Commissioner Kulla held at West Valley Fire in Willamina. And last she attended an awards banquet in Keizer on the February 20th.

12. Council Liaison Reports

Mayor Skyberg

Cemetery Committee Liaison (Councilor Baller)

Councilor Baller was absent.

Chamber Liaison (Councilor Wooden)

Councilor Wooden reported that the Chamber has the 2nd sign up by the Wallace Bridge. The Wet Season is this Saturday night. The “learn to burn” is in April and the recent Downtown Loan Fund application was approved by the EID.

Library Liaison (Councilor Lawson)

Councilor Lawson reported that the library floor remodel looks great. The carpet portion of the remodel is coming in November 2019. The Board is meeting on March 19th to congratulate everyone for their hard work on the remodel.

YCOM Board (Councilor Baller)

Councilor Baller was absent

Yamhill County Transit Authority Board Member (Councilor Johnson)
Councilor Johnson reported the Bus on Route 22 now has a wrap on it. The wrap cover shows a map where the bus travels. That particular bus goes to Hillsboro, Forest Grove, McMinnville, Willamina, and Grande Ronde. They changed the stop on highway 99 and Big 5 location as it was hazardous for patrons.

13. Information Reports from City Officers

Mayor Ila Skyberg

Mayor Skyberg called for the City Manager report. City Manager Kenna West reported several items to the Council from the recent past. The City Manager said there was an “amazing visit and city tour” with the Tribe on Monday and it was very successful. She added the City was awarded a \$500,000 CDBG grant for our water intake relocation project to pay for planning, engineering, environmental assessment. The beginning of our wayfinding program for the West Valley area has started, and she will be working with the three local entities Sheridan, Willamina and The Confederated Tribes of Grand Ronde. The budget training on March 6, 2019 had 60 attendees. The City will join The Tribe on Friday to tour Tribal lands. On March 19th the Library will host an event at 10:00 am and there will be treats. Also in November, the Small Cities meeting will be hosted by Mayor Skyberg at her beautiful home.

Sheriff's Report

Mayor Ila Skyberg

Mayor Skyberg made mention of the Sherriff's report attached and the information calendar.

14. Adjourn

Mayor Skyberg asked for a motion.

MOTION: Councilor Wooden moved to adjourn at 7:00 PM. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

IV. Time of Next Meeting

The next meeting will be held at 6:00 PM on April 9, 2019 at:

West Valley Fire Station

825 NE Main St.

Willamina, Oregon 97396

The meeting was adjourned at 7:00 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 April 9, 2019**

To: MAYOR AND CITY COUNCIL
From: DEBBIE BERNARD, DEPUTY CITY RECORDER
Subject: LIQUOR LICENSE APPLICATION

ISSUE

Shall the City Council approve or deny the liquor license application for the new owner of Dillon's Bar?

RECOMMENDATION

Staff recommends that the City Council approve the liquor license application.

SUMMARY AND BACKGROUND

The new owners of Dillon's Bar & Grill, LLC have applied for an on-premises liquor license. They have applied through the OLCC and OSP/DMV has completed a background check.

Within the OLCC guidelines, the City Council has the authority to recommend the license be granted or denied. In making a recommendation to deny a liquor license, the City must provide factual information relating to the sale or service of alcoholic beverages as outlined in paragraph 3 of the Local Government Recommendation information. These recommendations are advisory only. The final decision remains with the OLCC.

FACTS AND FINDINGS

1. The new owners of Dillon's Bar & Grill, LLC have applied for an on-premises liquor license.
2. Within the OLCC guidelines, the City Council has the authority to recommend the license be granted or denied.
3. The City Council may make a written request for additional time to complete an investigation.

PROPOSED MOTION

MOTION: I move that the City Council approve the liquor license application of the new owners of Dillon's Bar & Grill, LLC.

Debbie Bernard, Deputy City Recorder

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF APRIL 9, 2019**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

**SUBJECT: CITY AND WILLAMINA COASTAL HILLS CHAMBER OF COMMERCE
EVENT PARTNERSHIP**

ISSUE

Shall the City Council approve the City's partnership with the Willamina Coastal Hills Chamber of Commerce (Chamber) for the annual bark dust sale fundraiser?

RECOMMENDATION:

Approve the City's partnership with the Chamber for the annual bark dust sale fundraiser.

SUMMARY AND BACKGROUND

The Chamber has requested that the City partner with them in the annual bark dust sale fundraiser. This will be a coordinated partnership between the Chamber and the City Public Works Department for the Chamber to sell bark dust as a fundraiser for projects which result in the betterment of the entire community. The funds from this sale are used by the Chamber to promote the City of Willamina businesses and to better the lives of its citizens, including but not limited to the following events or projects: Annual 4th of July firework event and the annual December Holiday Light Parade which both bring a large number of visitors to the City in addition to building a sense of community within the citizens of the City, the annual "Bridge the Gap" event which provides bicycle safety helmets for the City's youngsters, educates them on bicycle safety, and donates bikes (one for a boy and one for a girl) for the event, as well as other events and projects throughout the year.

The Chamber has obtained the bark dust, will supply the sale venue, and most of the volunteers needed to successfully hold this event. The City will provide one public works employee on Friday, April 26, 2019, and will supply a dump truck on Friday, April 26, 2019, and Saturday, April 27, 2019.

FACTS AND FINDINGS

1. The proceeds from the annual bark dust sale will be used, among other things, to promote the City of Willamina businesses and better the lives of its citizens. This includes the support or sponsorship of the annual 4th of July Fireworks event, annual December Holiday Light Parade, and "Bridge the Gap" event for the children of the City of Willamina, in addition to other events throughout the year.
2. The Chamber will supply the bark dust is to be sold. The Chamber will also supply the venue and most of the volunteers for this fundraising effort.

3. The City will provide one public works employee on Friday, April 26, 2019, and will supply a dump truck on Friday, April 26, 2019, and Saturday, April 27, 2019.
4. The Public Works Department and the City Manager's Office support this project as it will benefit our citizens and our community.

Proposed Motion: I move that the City partner with the Chamber of Commerce for the annual bark dust sale.

Kenna L. West

Kenna L. West, City Manager

Attachments: None

REGULAR AGENDA

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF APRIL 9, 2019**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

SUBJECT: ODOT TRANSPORTATION OPTIONS SPONSORSHIP GRANT AWARD

ISSUE

Shall the City Council authorize the appointment of a technical advisory committee to provide information and feedback to the Mid-Willamette Valley Council of Governments on a wayfinding map for the City of Willamina?

RECOMMENDATION:

Authorize the appointment of a technical advisory committee to provide information and feedback to the Mid-Willamette Valley Council of Governments on a wayfinding map for the City of Willamina.

SUMMARY AND BACKGROUND

The Mid-Willamette Valley Council of Governments (MWVCOG) applied for and was awarded a \$5,000 grant through the ODOT Transportation Options Sponsorship Grant program to develop wayfinding maps for the Cities of Willamina, Lafayette, and Independence, and including \$500 toward a wayfinding kiosk for the City of Dallas.

In order to begin the project, the MWVCOG has asked that the City Council identify one to three people to act as a technical advisory committee to provide feedback on potential wayfinding routes and landmarks related to the City of Willamina.

Although not a part of the original request by MWVCOG, City Management would also ask that this advisory committee prepare a proposed list and locations of important heritage, cultural, recreational or other resources/landmarks to be included on wayfinding maps, and provide text/information to be included with each identified resource/landmark.

City Management recommends the following be appointed to the advisory committee:

Councilor April Wooden. Councilor Wooden is a co-curator of the Willamina Museum of History and she is a long-time resident of the community with a thorough knowledge of the heritage, cultural, recreational, and other landmarks within the City of Willamina.

Jeff Brown, City of Willamina Public Works Director. Mr. Brown is a long-time resident of the community and has been employed in Public Works for more than 20 years. Mr. Brown has a thorough knowledge of the walking and biking routes within the City as well as the many recreational opportunities available within the community.

FACTS AND FINDINGS

1. The MWVCOG applied for and received a grant for \$5,000 through the ODOT Transportation Options Sponsorship Grant Program to develop wayfinding maps for the Cities of Willamina, Lafayette, and Independence, and including \$500 toward a wayfinding kiosk for the City of Dallas.
2. The MWVCOG has asked that the City Council identify a one to three person advisory committee to provide feedback on potential wayfinding routes and landmarks related to the City of Willamina.
3. City Management would ask, that in addition to the responsibilities outlined in Item No. 2, that the advisory committee also prepare a proposed list and locations of important heritage, cultural, recreational or other resources/landmarks to be included on the wayfinding maps, and provide text/information to be included with each identified resource/landmark.
4. City Management recommends Councilor April Wooden and Public Works Director Jeff Brown be appointed to the technical advisory committee.

Proposed Motion: I move that the City Council appoint Councilor April Wooden and Public Works Director Jeff Brown be appointed to the technical advisory committee for the MWVCOG wayfinding map.

Kenna L. West

Kenna L. West, City Manager

Attachments: None

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF APRIL 9, 2019**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

SUBJECT: TRIANGLE PARK CHANGE OF USE

ISSUE

Shall the City Council authorize the City Manager to pursue the possible change of use for the property referred to as "Triangle Park"?

RECOMMENDATION:

Authorize the City Manager to pursue the possible change of use for the property referred to as "Triangle Park".

SUMMARY AND BACKGROUND

The City of Willamina is relatively unique for a City of its size in that it has seven parks within the city boundaries. Most cities of a similar size have between one and four parks. A 2018 repair and upgrade review found that there is almost \$122,000 in needed repairs and upgrades for the City's parks. The City's General Fund does not contain the monies necessary to complete these repairs and upgrades. Triangle Park has an estimated need of \$2,000 to install an irrigation system and an estimated cost of \$9,500 should it be converted to a dog park. The cost to maintain all seven parks for the fiscal year 2018/2019 is \$73,928.

A review of the use of the City's seven parks indicates that Triangle Park is one of the least used parks in the City.

Due to an increase in the cost of providing services to its citizens, City Management is exploring options to reduce expenses across all departments funded from the General Fund. One option to reduce expenses is to reduce the number of parks which are held and maintained by the City. To that end, City Management would like to pursue the possibility of changing the use of Triangle Park.

The bulk of Triangle Park is zoned R-3. The purpose of the R-3 zone is to provide opportunities for the development of multi-family housing, including two-family (duplex) dwellings.

City Management would like to explore the possibility of changing the use of this property from a park to property for multi-family (duplex) housing.

FACTS AND FINDINGS

1. Most cities of a comparable size to Willamina have between one and four parks. The City of Willamina has seven parks to maintain, repair, and upgrade.

2. The 2018 city park repair and upgrade plan found approximately \$122,000 in needed repairs and upgrades with \$11,500 of those repairs/upgrades allocated to Triangle Park.
3. The City's General Fund does not contain the monies necessary to complete the necessary repairs and upgrades to the parks within the City's boundaries.
4. The cost to simply maintain (not upgrade or repair) the seven parks for fiscal year 2018/2019 is \$73,928.
5. Triangle Park is one of the least used parks in the City and it sits directly next to Highway 18B.
6. Due to an increase in the cost of providing services to its citizens, City Management is exploring options to reduce expenses across all departments funded from the General Fund, including the Parks Department.
7. The bulk of Triangle Park is zoned R-3. City Management would like to pursue the possibility of changing the use of this property from a park to multi-family (duplex) housing.

Proposed Motion: I move that the City Council authorize the City Manager to pursue a change of use for Triangle Park from a park to multi-family housing.

Kenna L. West

Kenna L. West, City Manager

Attachments: None



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 3/1/2019 to 3/31/2019**

City	UCR Description	3/1/2018 to 3/31/2018	3/1/2019 to 3/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0		1	5
	Arson	0	0			4
	Burglary-Business	0	0			3
	Burglary-Non-Residence	0	0			4
	Burglary-Residence	3	2	-33.33 %	4	6
	Larceny	8	6	-25.00 %	16	67
	Motor Vehicle Theft-Auto	0	0		2	3
	Murder	0	0			1
	Rape	0	0			2
	Robbery	0	0			1
	Part 1 Total	11	8	-27.27 %	23	96
Part 2						
	All Other	1	1		2	11
	Animal Problems	0	0			1
	Disorderly Conduct	0	0		2	10
	Drug Laws	2	2		4	21
	DUII	2	1	-50.00 %	1	4
	Forgery	0	0		1	5
	Fraud	0	1		1	1
	Kidnapping	0	0			1
	Liquor Laws	1	0			3
	Runaway	0	0			4
	Sex Offenses	0	0		1	5
	Simple Assault	5	3	-40.00 %	10	36
	Stolen Property	0	0			1
	Trespass/Prowler	1	1		2	14
	Vandalism	2	1	-50.00 %	7	33
	Part 2 Total	14	10	-28.57 %	31	150
	Total For WILLAMINA	53	47	-11.32 %	119	529



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 3/1/2019 to 3/31/2019**

City	UCR Description	3/1/2018 to 3/31/2018	3/1/2019 to 3/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 3						
	All Other	8	12	50.00 %	28	101
	Non-Reportable Offenses	20	17	-15.00 %	37	182
	Part 3 Total	28	29	3.45 %	65	283
	Total For WILLAMINA	53	47	-11.32 %	119	529

Yearly Schedule of Events

CITY OF WILLAMNA CITY COUNCIL

January 2019

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

January

01/01/19 (Tue)	New Year's Day -City Hall is Closed	holiday
01/01/19 (Tue)	Planning Commission - Canceled	holiday
01/8/19 (Tue)	City Council Regular Meeting	meeting
01/21/19 (Mon)	Martin Luther King Jr. Day - City Hall is Closed	holiday
	-	-

February 2019

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

February

02/02/19 (Sat)	Groundhog Day	holiday
02/11/19 (Mon)	Cemetery Committee Meeting	meeting
02/12/19 (Tue)	City Council Regular Meeting	meeting
02/12/19 (Tue)	Lincoln's Birthday	holiday
02/14/19 (Thu)	Valentines Day	holiday
02/18/19 (Mon)	President's Day - City Hall is Closed	holiday
02/19/19 (Tue)	Library Board Meeting	meeting
	NO PLANNING COMMISSION MTG FEB	meeting
02/21/19 (Thu)	Work Session - Law Enforcement Needs	meeting

March 2019

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

March

03/04/19 (Mon)	TENTATIVE-WORK SESSION CC GOALS	meeting
03/05/19 (Tue)	Planning Commission Regular Meeting	meeting
03/10/19 (Sun)	Daylight Saving (move clocks ahead 1 hour)	event
03/12/19 (Tue)	City Council Regular Meeting	meeting
03/19/19 (Tue)	Library Board Meeting	meeting

April 2019

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			

April

04/02/19 (Tue)	Planning Commission Regular Meeting	meeting
04/08/19 (Mon)	Cemetery Committee Meeting	meeting
04/09/19 (Tue)	City Council Regular Meeting	meeting
04/15/19 (Mon)	SEI Filing Deadline - Ethics Commission Filing	deadline
04/16/19 (Tues)	TENTATIVE - WORK SESSION - TRANSPORTATION	holiday
04/16/19 (Tues)	Library Board Meeting	meeting

May 2019

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

May

05/07/19 (Tue)	Planning Commission Regular Meeting	meeting
05/14/19 (Tue)	City Council Regular Meeting	meeting
05/21/19 (Tue)	Budget Committee Meeting 21st, 22nd	meeting
05/27/19 (Mon)	Memorial Day - City Hall is Closed	holiday
05/21/19 (Tue)	Library Board Meeting	meeting

June 2019

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

June

06/04/19 (Tue)	City Council Regular Meeting	meeting
06/11/19 (Tue)	No Meeting	meeting
06/10/19 (Mon)	Cemetery Committee Meeting	meeting
06/16/19 (Sun)	Father's Day	holiday
06/18/19 (Tue)	Library Board Meeting	meeting
06/24/19 (Tue)	Special City Council Meeting if needed	meeting
06/25/19 (Tue)	Planning Commission (moved from June 4th)	meeting