



**Willamina City Council
Regular Meeting
Tuesday, August 12, 2025 at 6:00 p.m.**

West Valley Fire Station
825 NE Main Street
Willamina, OR 97396

In-person attendance is allowed at the City Council meeting. The city also provides access via the Zoom platform. Zoom access information is available at the end of this Agenda.

AGENDA

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FOR 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.

CORRESPONDENCE –

1. West Valley Community Campus, Thank you card
2. Business Oregon, Monitoring Letter
3. Cynthia Thompson, Yamhill County Transit Authority, Retirement Letter

PRESENTATIONS –

1. Chris McLaren, Hagan Hamilton Insurance
2. Patrick Priest, City-County Insurance Services (CIS)
3. Ila Skyberg, Ginny Wymore, Rita Burr, Howard Alkire, Galloping Goose beautification

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. Meeting Minutes from July 8, 2025, City Council Regular Meeting

An Equal Opportunity Employer and Service Provider

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

www.willaminaoregon.gov

REGULAR AGENDA

1. Library Board Appointments
2. Contract for Legal Services
3. Huddleson Pond Update
4. DEQ Civil Penalty Assessment

INFORMATIONAL REPORTS (Items that require no Council action)

1. Chamber Liaison –
2. Yamhill County Transit Authority Board Member – Councilor Johnson
3. Library Board Liaison – Mayor Hernandez

MAYOR'S REPORT

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. Finance/HR Manager, Marissa Matias
Financial reports are available in the City Council Financial Reports binder which will be present at each City Council meeting. Financial Reports will also be available via email upon request from Deputy City Recorder Krystal Stevens.
2. City Manager
 - a. One Stop Application
 - b. LOC Municipal Fundamentals Training
 - c. LOC Prohibited Serial Communications
 - d. Obstruction of City Side Walks
3. Library Director
4. Public Works Director
5. Meter Consumption Report (provided in Agenda packet)
6. Planning Report (provided in Agenda packet)
7. Sheriff's Report (provided in Agenda packet)
8. Code Enforcement (provided in Agenda packet)

COUNCIL COMMENTS

1. Yamhill County Commissioner Kit Johnston

ADJOURN

Next Council Meeting

City Council Regular Meeting, September 9, 2025, at 6:00 p.m.

Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

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

Join Zoom Webinar

<https://us02web.zoom.us/j/81976425956>

Webinar ID: 819 7642 5956

International numbers available: <https://us02web.zoom.us/j/kNB7Cbn8B>

Join via audio: +1 669 900 6833 US

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Dear City of Willamina!

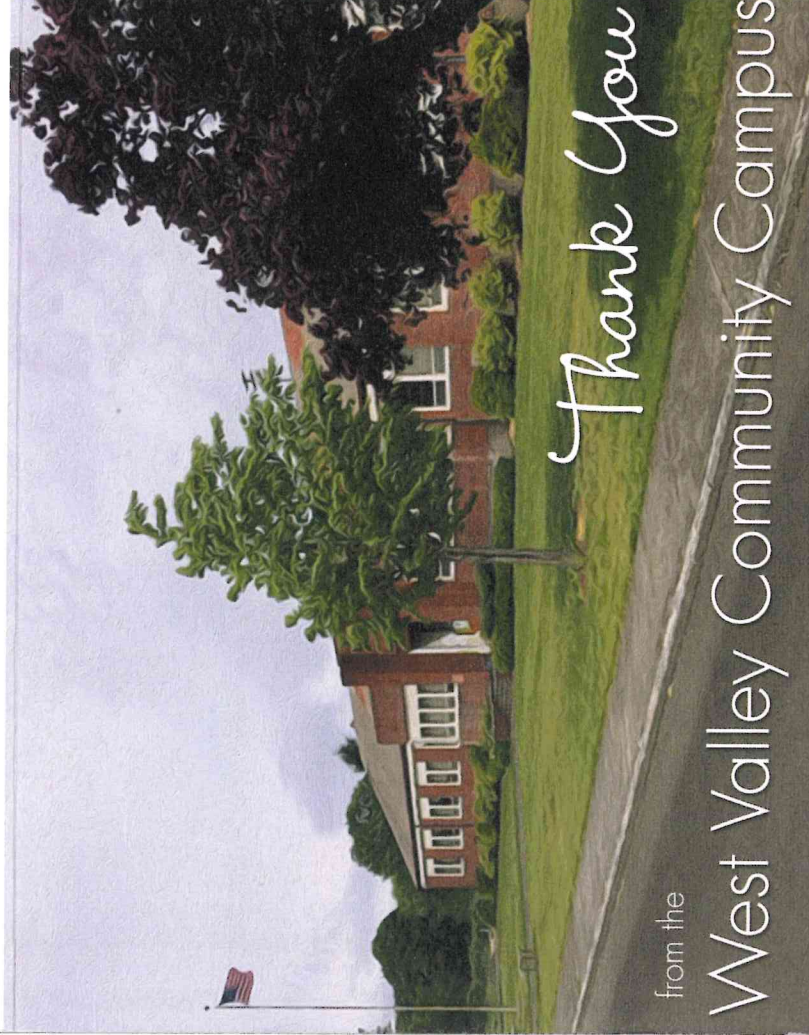
On behalf of the WVCC Board members and myself, I would like to thank you for your generous donation of \$1,600.00 for improvements to our building. As you know, we are in the process of upgrading our fire system. This money will certainly help us come closer to achieving these upgrades. Our biggest goal is to open again and continue to serve our community here in Willamina and the West Valley! With donations like yours and caring people like you, we are getting closer to this day! step by step it's on the horizon!

We appreciate your support!

Thank you!

Sybil
Admin. Assistant for the
West Valley Community Campus

226 SE Washington Street * Willamina OR 97396
PO Box 491 * Willamina OR 97396
Tax ID : 46-0844608



from the
West Valley Community Campus
Thank You



July 24, 2025

The Honorable Vickie K. Hernandez, Mayor
City of Willamina
411 NE C Street
Willamina, OR 97396

RE: Monitoring for Water/Wastewater Financing Program, Wastewater Facilities Plan,
Project Number V22007

Dear Mayor Hernandez:

On July 9, 2025, I conducted a review of legal, financial, and other documents related to the project.

The review indicates that the project is being administered in compliance with the contract, will be completed in a timely fashion, and will fulfill the objectives stated in the contract.

We would like to thank your staff for providing assistance during the review. If you have any questions, please contact me at 503-856-2483, or by email at michelle.bilberry@biz.oregon.gov.

Sincerely,

A handwritten signature in black ink that reads "Michelle Bilberry". The signature is written in a cursive, flowing style.

Michelle Bilberry, Regional Project Manager
Business Oregon

C: Bridget Meneley, City Manager
Arthur Chaput, Regional Development Officer

Memo

To: Yamhill County Transit Advisory Committee Members

From: Cynthia Thompson, Transit Manager

Date: July 24, 2025

Subject: Retirement and the Critical Role of the Advisory Committee

Dear Transit Advisory Committee Members,

After more than a decade of service to Yamhill County Transit—first as a consultant and, for the past two years, as an employee—I have formally submitted notice of my retirement, effective March 31, 2026.

It has been an honor to work alongside you in building a stronger, more resilient transit system for the people of Yamhill County. I have deep respect for the dedication and expertise each of you brings to your role on this committee, and I want to take this opportunity to emphasize just how critical your voices will be in the months and years ahead.

Yamhill County is undergoing significant changes and facing new challenges. As individuals most familiar with the operations, needs, and aspirations of YCT, you are uniquely positioned to be effective advocates in your communities, with the Board of Commissioners, and with our partners at ODOT and the State of Oregon.

I urge you to take on the responsibility of being the voice for those who rely on public transportation in our region—advocating for service improvements, sustainable operations, and stable long-term funding. Your commitment will be especially vital in securing increased state and federal support, and in identifying and pursuing a much-needed local funding source. Without your leadership, such progress will be difficult to achieve.

Looking ahead, there may be critical decisions such as a new fare structure or local funding source, or questions about changes in structure such as a stand-alone district etc. Whether or not a new initiative or new vision becomes a reality will depend on your continued involvement, thoughtful advocacy, and collaborative problem-solving.

Thank you for your dedication and service. I look forward to working closely with you during this transition and supporting your efforts to strengthen transit for all residents of Yamhill County.

With appreciation,

Cynthia

Cynthia Thompson
Transit Manager
Yamhill County Transit



hagan hamilton
INSURANCE SOLUTIONS

July 24, 2025

Willamina City Councilors
Vickie Hernandez – Mayor
Bridget Meneley, City Manager
411 NE C Street
Willamina OR 97396

Re: CIS Insurance Program

Thank you for the opportunity to share why continuing with CIS, or Citycounty Insurance Services, is the best decision for the City of Willamina. CIS is not a typical insurance company—it's a member-owned risk pool created specifically for Oregon cities, counties, and local governments. This means they understand the unique risks Oregon cities face, such as law enforcement liability, employment-related claims, public works projects, and land use disputes. These are areas where many private insurers either don't provide coverage or charge significantly higher premiums because they don't specialize in public sector risks.

One of the strongest reasons to stay with CIS is their not-for-profit model. Every dollar Willamina pays goes directly back into protecting and serving member cities, rather than being taken as corporate profit. When CIS has a surplus, that money is *reinvested* into the pool—helping keep premiums stable and lowering costs for all members. In contrast, commercial insurers often raise rates when the market shifts, or they leave the municipal insurance market entirely if it's not profitable for them. With CIS, you have the stability of a partner that is dedicated to Oregon communities for the long term.

CIS also goes beyond just providing coverage. They offer risk management services that are specifically designed for local governments. This includes legal consultations, HR support, policy reviews, safety audits, and specialized training programs for police, public works staff, and city employees. These resources are provided to prevent claims and improve operations, which ultimately saves taxpayer dollars.

Finally, CIS is governed by its *members*. As part of this pool, you have a voice in decisions, policies, and priorities. This level of control ensures that our insurance program truly reflects the needs of Oregon cities rather than the profit goals of a corporation.

In short, CIS offers comprehensive coverage tailored for public entities, cost savings through its member-owned structure, and valuable risk management services that benefit our entire community. It's not just an insurer—it's a partner dedicated to helping cities like Willamina thrive while keeping costs predictable and fair. I do recommend continuing your membership with CIS.

Best Regards,

Christopher J. McLaren
Commercial & Public Entities Agent





Your CIS Family

Coverages and Services





Standing with you since
1981

We are a family and just like family, we stand with you in good times and bad. When you pool your insurance dollars with other cities and counties, you make your risk pool stronger. CIS is a public agency that is not for profit — we only exist to serve you. Our only goal is to provide you with the best programs, services and support.

OWNERSHIP AND THE BENEFITS OF MEMBERSHIP

As a public-entity insurance trust, we help you share risk. Because you're a member of one of our parent organizations — League of Oregon Cities (LOC) or the Association of Oregon Counties (AOC) — you play an important role in our overall success.

We got our start in 1981 when it was difficult for cities and counties to get insurance coverage in the for-profit, insurance market. Today, we lead the market with coverages that are second to none.

Our financial strength and stability extends to you

An impressive **98%** of Oregon's cities and **81%** of Oregon's counties are CIS members. Because of your support, we can provide employee benefits, property, and liability coverages — all that have numerous value-added services. And now we've partnered with SAIF to provide safety and risk management services for workers' compensation.

Our dedicated Board of Trustees look out for your best interests because they are made up of representatives from LOC and AOC.



When it comes to supporting family, we don't skimp

We often provide extra services and programs at no additional cost. We also share tips and tools to reduce your burden, including:

- Easy-to-access online tools for submitting claims, updating property schedules, completing open enrollment
- Risk management best practice reviews and guidance on implementing changes needed
- Rapid Care hotline for injured workers
- Return to work/injured worker resources
- Full suite of employment risk management resources, including free pre-loss legal help
- Access to 300 online trainings and regular webinars
- Wellness benefits
- Property appraisals
- Law enforcement best practices



Crashing waves on the Oregon coast.

"Everything we do is to serve our cities and counties. No organization can do it better. None are more qualified or experienced at working with Oregon's public entities. When we stand together, we can weather any storm!"

Patrick Priest, CIS Executive Director



Coverages, programs, and
services designed for you!

THE BENEFITS OF CIS BENEFITS

We offer high-quality coverage for Medical, Dental, Vision, Life, Long-Term Disability, Accidental Death & Dismemberment (AD&D), Identity Theft, Trauma, and Critical Illness, Hospital Indemnity, and Accident coverage. Plus, our staff helps you navigate the complicated benefits landscape. Just like family, we make it easier for you with resources and information from our team. Here's an overview:

- Offers a wide range of comprehensive coverage options to give you and your employees (and their families) the care they need at a price you can afford.
- Focuses on health improvement/wellness in the worksite and on assistance for individual employees & their families — including disease management, healthy eating, tobacco cessation, health coaching, health risk assessment, worksite wellness, and biometric screening grants and program support.
- Provides stable and trusted self-insurance for medical, vision (Regence BCBS administered), and dental plans (Delta Dental administered).
- Provides free Affordable Care Act (ACA) assistance.
- Administers benefits for employers with 25 or fewer employees.
- Realizes collective bargaining can be complicated and is there to help you defer discretionary benefit changes until your bargaining contracts renew.

- Closely watches medical trends. Since self-insuring the Regence medical plan in 2010, members have seen significant savings, with an average annual rate change of 4.54% for cities and 5.67% for counties over the past five years — well below the statewide trend, all while maintaining comprehensive benefits.
- Provides hands-on, value-added services at no additional cost
 1. Employee Assistance Program
 2. Online enrollment and billing
 3. COBRA/retiree administration
 4. Pre-tax plan administration.

To learn more about CIS' additional value-added services, visit cisoregon.org/benefits or download our [CIS Benefits Decision Guide](#).

“Our CIS Benefits team is doing everything we can to be there for you. We will continue to bend the cost curve while improving health and wellness for you and all of the employees of Oregon’s cities and counties.”

Mike Beyrouty, CIS Benefits Director

THE CIS DIFFERENCE: PROPERTY COVERAGE

By focusing on preventing claims through strong risk management services — as well as on your quick recovery after a loss — we're very responsive to your unique needs. We offer competitive rates — plus we bring a deep understanding of how your local government works.

Our experienced underwriters and claims consultants work only with cities and counties, so they understand your requirements, needs and challenges.

Our coverage reflects your unique assets such as police dogs, community art, restoring public records, piping, property in the open, mobile equipment, and historical properties. And we provide guaranteed replacement cost coverage that is available on approved properties to avoid unexpected expense as the result of a loss.

Other benefits of our property coverage include:

- Free property appraisals on a three-year cycle
- Automatic \$50,000 in crime coverage (higher limits available)
- Automatic \$5 million flood and \$5 million earthquake coverage (higher limits available)
- Equipment breakdown coverage, including free boiler inspections that satisfy state requirements
- Property inspections, training, and support from our expert risk-management team
- Limited Cyber Liability Coverage (optional increased limits up to \$2.1 million available).

"It's about making it easy. We offer competitive pricing and discounts for entities with more than one line of CIS coverage; flexible deductible and retro options, and an easy online renewal process. We bring a deep understanding of your unique property coverage needs — and offer you proven value and strong services that are second to none!"

Trent McGath, CIS Underwriting and Analytics Director

CIS LIABILITY COVERAGE

Our liability coverage is competitively priced while tailored to your unique services — and we offer discounts if you choose more than one line of coverage. We also offer flexible deductible and retroactive options.

Our coverage includes:

- General Liability under the Oregon Tort Claims Act
- Employment Practices and Employee Benefits Liability
- Public Officials Liability
- Federal Employment and Civil Rights Claims
- ADA Liability
- Fair Housing Act Liability
- Law Enforcement Liability
- Ethics Complaint Defense
- Pesticide/Herbicide Property Damage
- Owned and Non-Owned or Hired Auto Liability
- Limited Pollution Coverage
- \$100,000 Communicable Disease Defense Coverage
- Fairs, Special Events, Liquor Liability, Transit (Buses), and Drones

“We’re your true partner. We offer liability coverage to meet your broadest of needs — as well as your most unique coverage needs.”

Trent McGath, CIS Underwriting and Analytics Director

Additional benefits include:

- Flexible pricing plans
- Experienced underwriters and claims consultants who serve only cities and counties, so they thoroughly understand the challenges and issues
- Expert risk management consultants to help reduce exposure to costly claims through training, on-site services and consultation
- Skilled pre-loss team to provide legal help without the expense of an attorney
- Innovative risk management incentives and grants to help you where and when you need it most
- Experienced public safety staff that can provide you with specialized law enforcement, jail, and fire services support and training
- Employment pre-loss attorneys at no charge and HR consultants to assist with your toughest HR issues
- Access to CIS Learning Center free online training and resources



Value Added Services

Employment Risk Management

Employment-related claims — combined with anti-government sentiments and aggressive lawyers anxious to sue — are taking a toll. We're addressing them and have enjoyed some successes! We're also providing expert counsel regarding employee terminations, discipline, and other employee-relations issues. Our Employment Risk Management team includes three employment attorneys and three HR Specialists.

"We know your employees can be your biggest asset — or, sometimes, your biggest liability. Our seasoned attorneys and HR experts are here to help you navigate the treacherous waters of whatever employment-law situation you face."

Tamara Russell, Acting General Counsel

Employment Risk Services

Our pre-loss legal services connects you with the appropriate CIS attorney for legal advice on issues that could turn into claims. This saves members money and time and includes:

- Assistance with employee terminations, discipline, and employee-relations issues
- Employment law expertise
- Human Resource expertise
- Dedicated Pre-Loss Legal hotline & email address

Webinars and Trainings

Regular training and webinars are more important than ever before. Hiring the right employee, managing performance and discipline, and making separation as smooth as possible are all steps with many pitfalls and roadblocks. Our experts are on hand to provide excellent training to alleviate possible issues.

HR Consulting

Our nationally-recognized program helps you with your employment claims. Our Senior Human Resources Specialists can help whether it's a consultation, training, policy review or some other need. Our team can help you with specific training on how to hire the right person the first time — plus how to keep them viable, productive and happy right through to retirement.

Member Only Resources!

We've developed a wealth of programs, resources, webinars, templates, sample policies, and handbooks designed to help you reduce employment-related claims. You'll find them in the HR Toolbox and Risk Resource Library on our website, cisoregon.org, or via your CIS risk management consultant.

CIS Servicing Group for Workers' Compensation

CIS has partners with SAIF to provide proactive safety and return-to-work services for cities and counties. Some of the many benefits of joining the CIS Servicing Group include:

- Free risk management services that focus on preventing claims
- Support in getting injured workers back to work quickly and safely
- Risk managers who understand and respond to the unique needs of cities and counties
- A Rapid Care hotline to help get your injured worker timely care — while saving your employee time because the required (and tedious) 801 form is completed by our Rapid Care nurse over the phone.
- Specialized support for public safety claims, including traumatic events
- Receive additional discount on property and liability coverage with CIS.

“Every one of our risk managers is invested in reducing risk. We’re here to keep your employees safe.”

Mark Jennings, Director of Risk Management

CIS Risk Management

The best claim is the one that never happens. With decades of experience, our Risk Management Consultants understand local government risk challenges — and know how to overcome them.

Armed with a full toolbox of knowledge, programs, services, and training, our expert consultants can provide:

- Consultation for safety and loss control
- Individualized risk management plans
- Risk exposure assessments
- Cybersecurity assessments
- Physical inspections
- Best Practice evaluations
- Enterprise risk management training
- Training assistance.

CIS Public Safety Program

Our Public Safety Program provides expertise to law enforcement agencies and fire departments. Our risk management professionals have decades of experience and know the risks faced by your departments. Other program highlights include:

- Best practice review and assistance
- Risk management review and advice
- Employment-related risk management assistance
- Assistance with claims involving law enforcement, corrections, or fire departments
- Jail assessments
- Public Safety policy and best practice reviews
- Public Safety trainings
- Lexipol and accreditation grants.

“Deep experience in all aspects of public safety means that we know what you face every day. We work with you to reduce liability and manage risk to keep everyone safe, so your agency is successful.”

Mark Jennings, Director of Risk Management

CIS Learning Center

The CIS Learning Center is your on-demand training hub designed to help Oregon public entities reduce risk, increase safety, and invest in employee development. With over 700 free online courses, the platform offers targeted learning tied to CIS lines of coverage including liability, workers’ compensation (CIS Servicing Group powered by SAIF), property, and employee benefits, so staff get the most relevant training for your entity. Learning is accessible anytime and anywhere, giving your team the knowledge they need to thrive. Some of our no-cost or low-cost training and resources include:

- A robust library of 700 plus self-paced courses covering topics such as workplace safety, HR compliance, leadership development, workplace wellness, and cybersecurity
- Customizable learning paths to meet your entity’s unique needs
- Live and recorded webinars led by CIS consultants and trusted partners
- Certificates of completion for documentation and professional development.

“We want to make learning and training possible on your own time and when it is convenient for your employees. We know the value of learning new skills or honing existing ones — it reduces risk and keeps employees motivated!”

Tila Maceira-Klever, CIS Learning and Development Manager

Thank you for reading

Benefits of CIS Membership

City of Willamina

2024 Membership Report



citycounty insurance services
cisoregon.org

Thank you for being a continuous member with CIS since 1981!

Together, we help Oregon's cities and counties to be safer, stronger and healthier.

We were created by members for members — it's your needs that come first. By working together, we manage risk, protect public resources, support public safety, and improve health and wellness. By staying in touch and monitoring risk factors, we keep ahead of trends — this is how we develop our programs, services, and plan designs.

Within this report, you'll see data that reflects our collaboration over the past year. You'll also see a snapshot of coverage, claims, and participation by your staff in key trainings (and other CIS-sponsored events) — and information about how your entity's performance stacks up against other members of the pool.

Based on the numbers, you may want to encourage greater participation in our no cost (or low cost) training activities or take greater advantage of our pre-loss services or our new CIS Benefits BeyondWell program which helps improve the health and safety of employees and their families.

On behalf of our Board of Trustees and staff, we look forward to working together and being there when you need us most.

Patrick Priest
CIS Executive Director

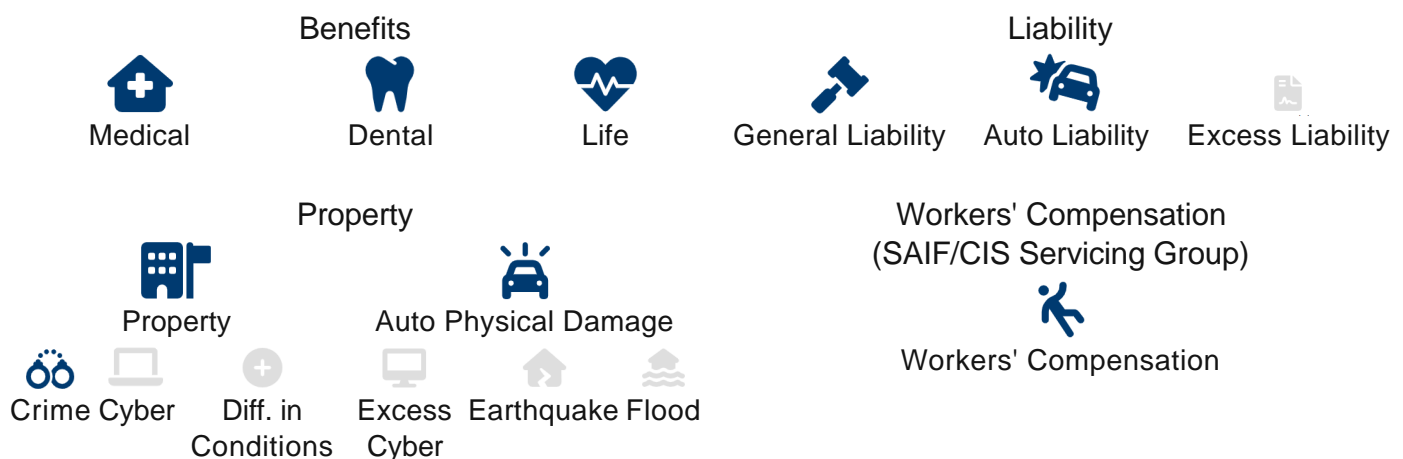
KEY CONTACTS

Property/Liability Agency: Hagan Hamilton Insurance, Inc.

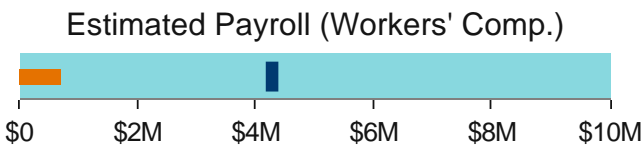
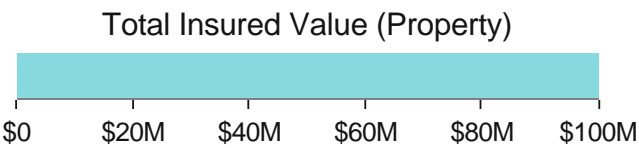
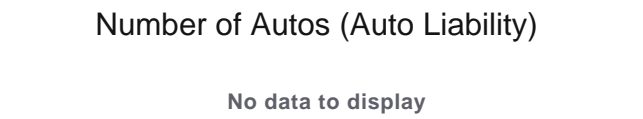
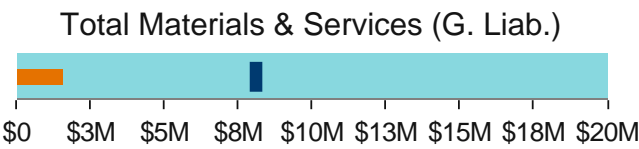
Risk Management Consultant: Margaret Ryan

Benefits Representative: Lori Newsome

COVERAGE PARTICIPATION FY2024-25 | Dark Blue = Has Coverage

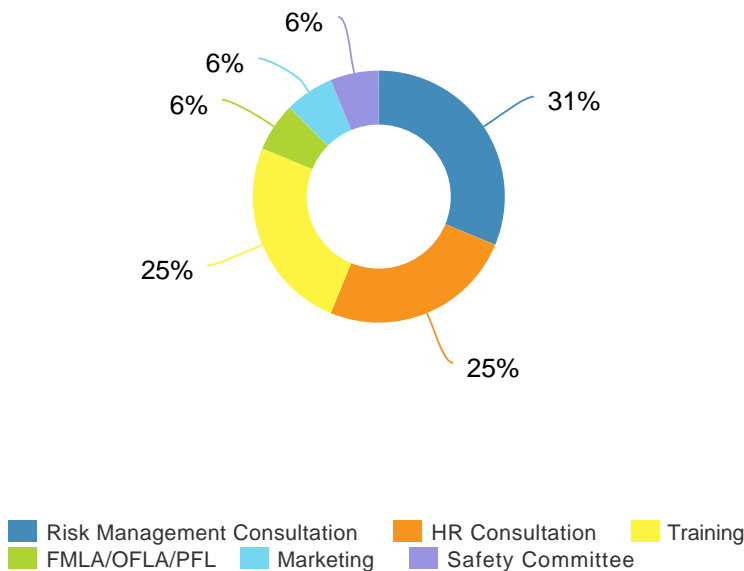


COVERED EXPOSURES *FY2024-25* | [Tick Mark](#) = Pool Average



RISK MANAGEMENT MEMBER ACTIVITY *FY2023-24*

Top 5 Categories (Ties included)



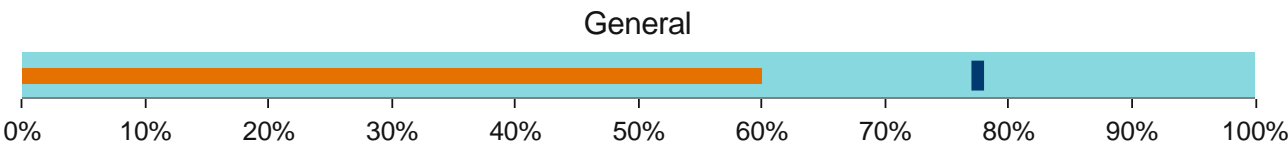
Top Categories across all members include:

- Risk Management Consultation
- Law Enforcement Consultation
- HR Consultation
- Best Practice
- Training

BEST PRACTICE SURVEY

Percentage Correct On Most Recent Best Practices (BP) Survey through 6/30/2024

[Tick Mark](#) = Pool Average



CIS SERVICES BY THE NUMBERS *FY2023-24*

Benefits: 0 Employer Renewal Meeting attendees

3 BeyondWell enrollment | \$1,255 BeyondWell Amazon \$ earned in 2023

\$599 BeyondWell Amazon \$ earned Jan. 1, 2024 through June 30, 2024

Learn more about Benefits on our website or contact Heather Matthews (hmatthews@cisoregon.org) for more information.

Pre-Loss/Hire-to-Retire: 1 Pre-Loss Legal consultation | 1 Hire-to-Retire training attendee

CIS' pre-loss attorney team is standing by to assist with challenging employment situations.

CIS' Hire-to-Retire team travels across the state to provide valuable in-person trainings, as well as online sessions.

Learning Center: 0 Learning Center course completions | 0 Webinar attendees

Choose from hundreds of courses on topics ranging from Cyber Security basics to Government Ethics Law. Contact the Learning Center staff (learn@cisoregon.org) for more information.

Conference: 0 CIS Annual Conference attendees

The 23rd CIS Annual Conference will be held Feb. 26 – 28, 2025, at the Salem Convention Center.

Risk Management: \$0 Risk Management / Public Safety grant \$ received from 0 grants

8 Risk Management training attendees

Contact your Risk Management Consultant to learn more about grants.

SAIF/CIS Servicing Group: 2 Claimants utilized Rapid Care nurse triage for a total of

\$330 paid by CIS

Rapid Care is an optional telephone nurse hotline for initial claim consultation and completion of 801.

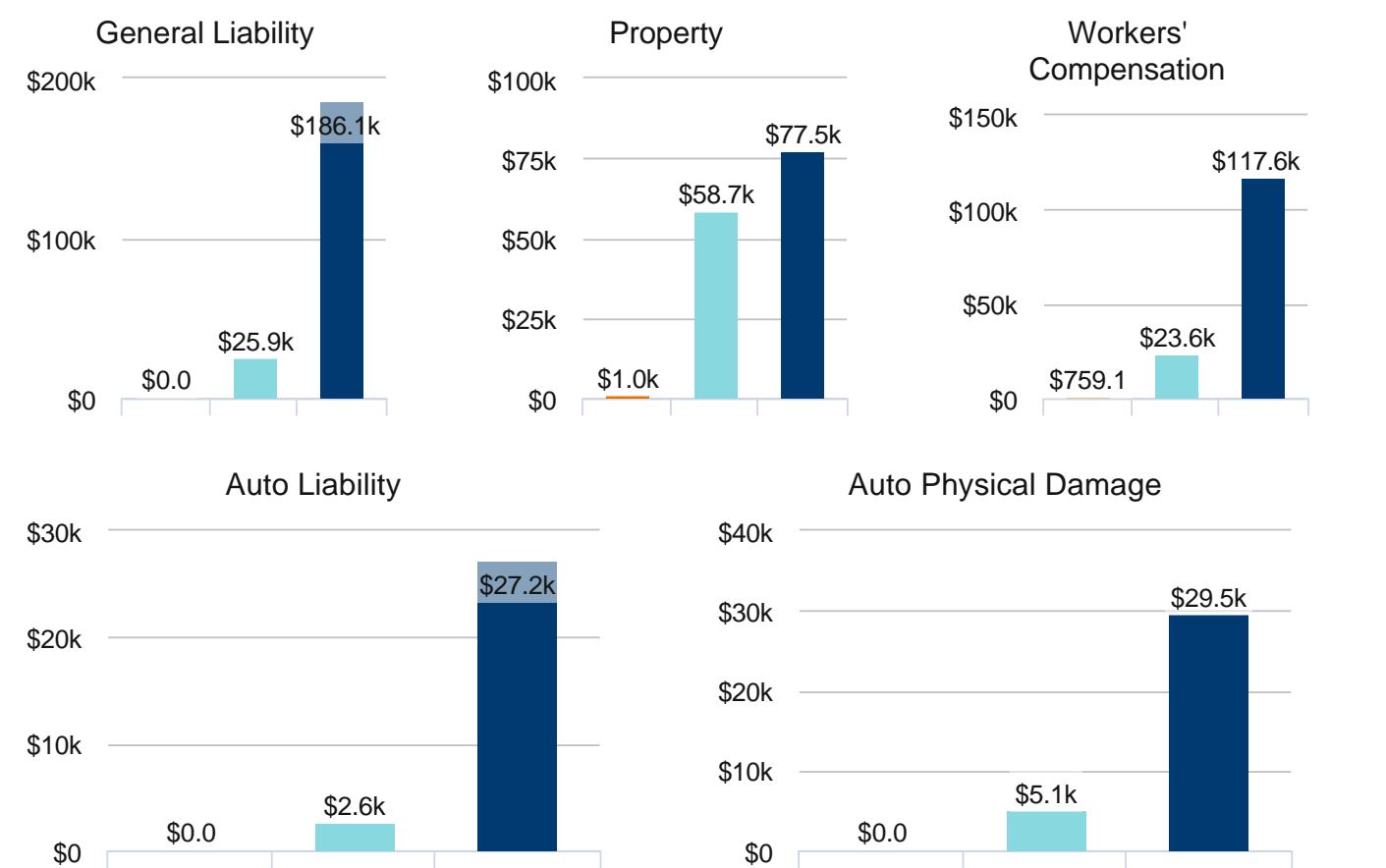
CLAIMS SUMMARY FY 2020-21 TO FY 2023-24 (AS OF 7/31/2025)

Financials on open employment claims under General Liability are excluded for confidentiality

COVERAGE	COV. YEARS	CLAIMS	LOSSES	AVG. COST PER CLAIM	% OF LOSSES	LOSS RATIO
GENERAL LIABILITY	4	1	\$0	\$0	0%	0%
PROPERTY	4	1	\$1,040	\$1,040	58%	1%
WORKERS' COMPENSATION (CIS)	1	0	\$0	\$0	0%	0%
WORKERS' COMPENSATION (SAIF)	3	2	\$759	\$380	42%	4%
AUTO LIABILITY	4	0	\$0	\$0	0%	0%
AUTO PHYSICAL DAMAGE	4	0	\$0	\$0	0%	0%
TOTAL		4	\$1,799	AVG: \$450	100%	AVG: 1%

LOSS COMPARISON FY 2020-21 TO FY 2023-24 (AS OF 7/31/2025)

Comparing Willamina to Cities w/ Pop. 0 to 5K and all CIS members



LOSS SOURCES *FY 2020-21 TO FY 2023-24 (AS OF 7/31/2025)*

Top 10 Claim Types by Total Losses

#	COVERAGE	CLAIM TYPE	CLAIMS	LOSSES	AVG. COST PER CLAIM	% OF LOSSES
1	PROPERTY	Misc Act of a Crime	1	\$1,040	\$1,040	58%
2	WORKERS' COMPENSATION	Laceration	1	\$453	\$453	25%
3	WORKERS' COMPENSATION	Strain/Sprain	1	\$306	\$306	17%
4	AUTO PHYSICAL DAMAGE	Motor Vehicle - Collision w/Vehicle	1	\$0	\$0	0%
5	AUTO LIABILITY	Collision: no other classification	1	\$0	\$0	0%
6	GENERAL LIABILITY	Discretion abused	1	\$0	\$0	0%

Consent Agenda



**Willamina City Council
Meeting Minutes
Tuesday, July 8, 2025 at 6:00 p.m.**

Minutes taken by Deputy City Recorder Krystal Stevens

Location of Meeting:

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

Present at Meeting:

Mayor Vickie Hernandez
Council President Rita Baller
Councilor Barry Wilson
Councilor Karl Klym
Councilor Craig Johnson
Councilor Jennifer Pederson
City Manager Bridget Meneley
Finance Manager Marissa Matias
Public Works Director Jeff Brown
Deputy City Recorder Krystal Stevens

Absent from Meeting:

Library Director Sarah Frost excused absence

Guests Not Limited to:

Yamhill County Commissioner Kit Johnston
Chris McLaren, Hagan Hamilton Insurance Solutions

Mayor Hernandez called the meeting of the City of Willamina City Council to order at 6:00 p.m.

Deputy City Recorder Stevens took the roll and a quorum was present.

Flag Salute

AGENDA ADDITIONS, DELETION, AND CORRECTIONS -

City Manager Meneley noted one correction to the agenda - the words "public hearing" should be crossed out on line two of the heading, as this was not a public hearing.

PUBLIC INPUT – None

CORRESPONDENCE –

1. **Sheridan Hometown Days Silver Sponsor** - A silver sponsor sticker was received from Sheridan Hometown Days for the city's sponsorship.
2. **4th of July Committee, Thank You Letter** - A thank you letter was received from the 4th of July committee for the city's donation.
3. **Business Oregon, Monitoring Letter** - A monitoring letter was received from Business Oregon regarding the water intake project. The city passed the audit for the monitoring process.
4. **Business Oregon, Enterprise Zone Redesignation** - An email was received from Business Oregon confirming approval of the Enterprise Zone redesignation that the council had worked on with the League of Oregon Cities.
5. **League of Oregon Cities (LOC) Update Letter** - An update letter was received from the League of Oregon Cities providing information on their activities.

PRESENTATIONS –

1. **Chris McLaran, Hagan Hamilton Insurance Solutions**

Chris McLaran presented an overview of the city's insurance program for the upcoming year. He thanked the council for selecting them as the agent of record, noting they have served the city for decades.

Key points from his presentation:

- a. The property and liability insurance through City-County Insurance Services (CIS) increased by about \$4,000 year-over-year, primarily due to increased property rates. There was a 4% increase in property valuation plus a 4% rate increase from CIS.
- b. The total insurance package cost is \$72,503.24.
- c. Workers' compensation insurance through SAIF increased slightly due to a \$56,000 increase in payroll and reallocation of some positions to higher-rate classifications. The total increase was about \$4,500.
- d. The city's experience modification factor decreased, which is positive and results in savings.

- e. The cyber liability policy remained relatively flat, with only about a \$200 difference from last year.

Mr. McLaran noted cyber liability is an emerging risk area where many cities are underinsured, but Willamina has adequate limits currently. He thanked the Council and offered to answer any questions.

Mayor Hernandez and the council thanked Mr. McLaran for the presentation and for the company's long-standing service to the city.

CONSENT AGENDA

Mayor Hernandez handed the meeting over to Council President Baller for the approval of the Consent Agenda.

MOTION: Council President Baller motioned to approve the Meeting Minutes from the June 10, 2025 Regular City Council Meeting and the June 16, 2025 Special Meeting. Councilor Johnson seconded the motion.

Council votes: Wilson aye, Klym aye, Johnson aye, Baller aye, Pederson aye.
Motion carried.

Councilor Wilson raised a question about whether the city should consider getting competitive bids for insurance to ensure they are getting the best rates. City Manager Meneley confirmed they have done this for other services like IT and contractors, but had not recently for insurance. There was discussion about potentially looking into this to self-check and potentially find savings.

MOTION: Councilor Wilson motioned to have city staff look into insurance quotes to see if lower rates may be available. Council President Baller seconded the motion.

Council votes: Wilson aye, Klym aye, Johnson aye, Baller aye, Pederson aye.
Motion carried.

City Manager Meneley said they would look into this and try to provide an update at the August or September meeting.

REGULAR AGENDA

1. Councilor Eckels Resignation & Declaration of Council Vacancy

Mayor Hernandez read from the staff report.

City Manager Meneley explained that Councilor Eckels had submitted a letter of resignation due to a change in her work schedule that would prevent her from attending council meetings. The resignation letter expressed appreciation for the opportunity to serve Willamina.

City Manager Meneley noted that some councilors had previously expressed sadness and concern at seeing Councilor Eckels resign.

Mayor Hernandez reviewed the relevant city charter provisions regarding filling council vacancies. The vacancy will be filled by council appointment, with the appointee serving until the end of the resigned councilor's term.

City Manager Meneley explained that typically the vacancy posting is kept open until at least two applications are received, which usually can take up to 4-6 weeks. Council members were encouraged to reach out to community members who may be interested in serving.

Councilor Johnson suggested the possibility of moving the current councilor appointed to finish a two-year position into the four-year position vacated by Councilor Eckels, and then appointing someone new to a 2-year term instead. The council discussed this idea and agreed to look into whether it would be allowable under the charter.

MOTION: Councilor Pederson motioned to accept the resignation of Councilor Jennifer Eckels, declare a vacancy on the City Council, and authorize city staff to begin the process to fill the vacancy. Council President Baller seconded the motion.

Council votes: Wilson aye, Klym aye, Johnson aye, Baller aye, Pederson aye.
Motion carried.

MOTION: Councilor Johnson motioned to publicly announce a vacant two-year council position needed and for Councilor Baller to take the vacant four-year council position if the city charter allows. Councilor Wilson seconded the motion.

Council votes: Wilson aye, Klym aye, Johnson aye, Baller aye. Pederson abstains.
Motion carried.

2. Council Procedures

Mayor Hernandez read from the staff report.

City Manager Meneley explained that the Council Rules had been prepared and reviewed by the Council chapter-by-chapter over the course of the previous year. The city's legal team has also reviewed and provided edits to the document.

City Manager Meneley noted that the rules are based on current city ordinances and processes regarding Council operations. Adopting a cohesive set of rules aligned with city

ordinances and state regulations would assist in the smooth running of the Council.

There was discussion about potential updates still needed, including clarifying voting procedures and abstentions based on legal advice. It was also noted the table of contents needed to be updated to reflect recent changes.

MOTION: Councilor Wilson motioned to table the adoption of the Council Rules of Procedure until more information could be provided and changes made to the table of contents. Council President Baller seconded the motion.

Council votes: Wilson aye, Klym aye, Johnson ate, Baller aye, Pederson aye.
Motion carried.

The council will plan to review the rules in detail at the upcoming work session and then plan to adopt them at the September council meeting.

3. HeyGov Clerk Minutes Service

Mayor Hernandez read from the staff report.

City Manager Meneley presented a proposal to utilize the HeyGov Clerk Minutes service to assist with preparing meeting minutes and agendas. Deputy City Recorder Stevens explained how the AI-based software works:

- It uses a meeting recording and agenda to produce draft minutes
- It significantly reduces the time required to prepare minutes, from about 8 hours to 1-2 hours per meeting
- She still reviews and edits the draft thoroughly to ensure accuracy
- It would cost \$99/month for up to 5 meetings per month, paid annually at \$1188
- Other cities and organizations like the COG highly recommend this specific service

The Council discussed the potential time and cost savings, which could allow the Deputy City Recorder to focus on other important tasks. They confirmed it would not replace the need for staff expertise in finalizing the minutes.

MOTION: Councilor Pederson made a motion to authorize city staff to engage the services of HeyGov Clerk Minutes on behalf of the City of Willamina. Councilor Wilson seconded the motion.

Council votes: Wilson aye, Klym aye, Johnson aye, Baller aye, Pederson aye.
Motion carried.

INFORMATIONAL REPORTS

1. **Chamber Liaison** - Councilor Craig reported that the 4th of July events went well. There was also a successful cleanup day with breakfast provided for volunteers and the citywide garage sale is coming up July 18-20. So far 25 participants are registered.
2. **Yamhill County Transit Authority Board Member** – Councilor Johnson reported that YCTA is still not charging fares. The new nine-passenger buses are working well. They are looking at adjusting routes to improve hospital access. Saturday bus service is being considered. Driver recruitment and retention remains challenging due to wage competition.
3. **Library Board Liaison** – Mayor Hernandez highlighted upcoming library events. National Night Out on August 5th. Summer programming is very busy with high attendance. The Bubble Man performance was popular with about 25 attendees.

MAYOR'S REPORT

Mayor Hernandez reported that a city chat event is planned for July 23rd from 6-7pm, likely at the park by City Hall.

The Council discussed potentially moving future chats to more visible locations like Main Street.

Mayor Hernandez shared an inspirational quote: "The pessimist complains about the wind. The optimist expects it to change. The leader adjusts the sails."

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager Bridget Meneley

- a. Discussed the mattress recycling event on July 26, 2025 and shared an informational video regarding the program.
- b. Shared League of Oregon Cities "Three Things to Know" video.
- c. Further explained negotiations with PGE regarding the easement for their pole during the water intake project, which was the reason for the extra cost in legal fees for the year.
- d. Reported on attending an infrastructure conference in Hermiston and information learned from other cities' experiences.
- e. Updated on grant extension for pond project and potential brownfield assessment for the vacant old department store building.
- f. Gave an update on the upcoming One-Stop grant meeting that will take place for the funding for wastewater infrastructure upgrades. Discussed potential rate impacts and the fact that to qualify for some of the grant funds, the community must have a low-income level. There will be community engagement pieces of seeking this funding. The One-Stop meetings do not provide complete coverage for the funding needed.

- g. Update given on utility rate study, the stormwater detention system is aged and in need of updating. It is yet to be determined how the city will fund these upgrades.
- h. Noted National Night Out planning is underway for August 5, 2025 and councilors are welcome to participate in serving with staff for the event.

Discussion about possibility of posting city event information on the West Valley Fire Station's new reader board, the school's reader board, or possibility of city getting its own reader board.

2. Finance/HR Manager Marissa Matias

Reported on setting up the new fiscal year in software systems. They are finalizing last fiscal year payments and preparing for the next annual audit. Volleyball and pickleball equipment for Oaken Hills Park has been purchased. Provided the final council donation worksheet, noting \$6,000 available for the new fiscal year. Discussion that the city has taken care of reporting to receive state revenue sharing funds.

3. Library Director Sarah Frost excused absence. Report provided in Agenda packet.

Library Director Frost was able to receive a large donation of food from Polk County for the library food pantry.

4. Public Works Director Jeff Brown

Mayor Hernandez offered thanks to the public works team for all of their work setting up and tearing down for the Fourth of July.

- a. Completed hydrant flushing and exercising
- b. Planning leak detection survey and catch basin cleaning
- c. Focusing on finishing touches at Oaken Hills Park including the volleyball court, pickle ball court, and basketball court.
- d. Working to resolve water issues near the post office
- e. Planning emergency repairs to address river bank erosion, pending permits

5. Planning Report

6. Sheriff's Report

7. Code Enforcement

COUNCIL COMMENTS – None

Yamhill County Commissioner Kit Johnston

- Upcoming "Pawsitively Electric" dog festival fundraiser at the dog park at Joe Dancer/Baker Creek Park at 10:00 a.m. on July 12, 2025.
- Reminded about the Yamhill County Fair July 30-August 2, 2025 mentioning musical acts.
- Commissioner Johnston agreed to sit in the dunk tank for the City of Willamina's annual National Night Out Event on August 5, 2025.

Mayor Hernandez mentioned the Veterans Pow Wow event coming up the next weekend.

City Manager Meneley reiterated that the City Council has a busy next couple of weeks with the July 23rd City Chat, July 26th Mattress Event, July 29th Council Work Session, and August 5th National Night Out.

ADJOURN

MOTION: Councilor Klym motioned to adjourn the meeting at 7:36 p.m. Councilor Pederson seconded the motion.

Council votes: Klym aye, Wilson aye, Johnson aye, Baller aye, Pederson aye.

Mayor Hernandez adjourned the meeting at 7:36 p.m.

Time and Place of Next Council Meeting

City Council Work Session on July 29, 2025, at 6:00 p.m.

City Council Regular Meeting August 12, 2025, at 6:00 p.m.

West Valley Fire Station
825 NE Main ST
Willamina, OR 97396

Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

Minutes submitted by Deputy City Recorder Krystal Stevens

Minutes approved by Mayor Vickie Hernandez

Regular Agenda

**City Of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF AUGUST 12, 2025**

**TO: MAYOR AND CITY COUNCIL
FROM: SARAH FROST, LIBRARY DIRECTOR
SUBJECT: APPOINTMENTS TO THE WILLAMINA PUBLIC LIBRARY BOARD**

ISSUE

- 1) Appointment by Mayor Hernandez of four (4) applicants to the Willamina Public Library Board to fill four (4) full-term vacancies; and
- 2) Shall the City Council confirm Mayor Hernandez's appointments to the Willamina Public Library Board?

SUMMARY AND BACKGROUND

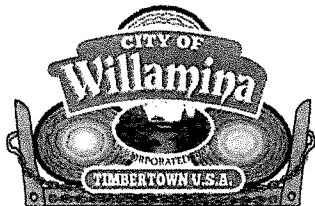
1. Chapter 31.07(A) provides that the Mayor shall appoint the members of the Willamina Public Library Board.
2. Chapter 31.07(A) also provides that the City Council shall confirm the appointment of the members of the Willamina Public Library Board.
3. Willamina Public Library has 4 full-term board vacancies beginning September 2025 through 2029.
4. Recruitment for the openings was posted to the website, social media, and the Bulletin Board from July 11 through July 25.
5. 4 applications were received by current library board members seeking reappointment.
6. Should the Mayor choose not to appoint, or the City Council decide not to confirm the Mayor's appointments, then the board positions will remain vacant until the Library Board can reconvene and discuss.

PROPOSED ACTION: Mayor Hernandez to appoint Tyler Crook, Crystal Darr, Kepola Napoleon, and Emily Sims to the Willamina Public Library Board to fill full terms beginning September 2025.

PROPOSED ACTION: I move that the Council approve Mayor Skyberg's appointment to the Willamina Public Library Board.

Sarah Frost

Sarah Frost, Library Director



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Tyler Crook

Physical Address [REDACTED]

Mailing Address [REDACTED]

Home Phone Number

Cell Phone Number [REDACTED]

Email [REDACTED]

Occupation ARTIST / WRITER

Years of Residency 9

Registered Voter ☒ Yes ☐ No

Position(s)
Select all you wish to apply for

Budget Committee ☐

Library Board ☒

Planning Commission ☐

City Council ☐

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

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

I HAVE BEEN ON THE LIBRARY BOARD FOR SEVERAL YEARS AND I LOVE IT.
I WORK IN PUBLISHING AND BRING MY KNOWLEDGE OF THE INDUSTRY AND
MY LOVE OF STORY TELLING TO EVERYTHING I DO.

Please share any governmental or volunteer experience you have had

LIBRARY BOARD, CITY BUDGET BOARD

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

I DON'T KNOW IF I'M THE BEST BUT I'M EXCITED TO BE A PART
OF SUCH AN AMAZING GROUP.

Signature

[REDACTED]

Date

6/17/2025



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name CRYSTAL JEAN DARE

Physical Address [REDACTED]

Mailing Address SAME

Home Phone Number [REDACTED]

Cell Phone Number [REDACTED]

Email [REDACTED]

Occupation Retired

Years of Residency 49 Registered Voter ☒ Yes ☐ No

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

Select all you wish to apply for

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

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

I am applying for a full term on the library board. I have greatly enjoyed my time on the board so far and would like to continue. I feel the library plays a very important role in the community and wish to contribute whatever I can to its success.

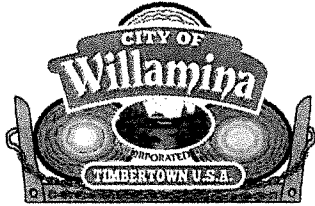
Please share any governmental or volunteer experience you have had

I have been on the board of the West Valley Community Campus since 2018 and have been secretary of the board for 3 years. I am also involved with the Art Conspiracy program and Jendall Hall. I have also coordinated the Coastal Hills Art Tour for a few years.

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

I have an active library user for several decades. I spent over 20 years as the Manager of a B. Dalton Bookseller stores in Salem and at Washington Square Mall. I feel it is helpful to have a connection between the library and the West Valley Community Campus.

Signature [REDACTED] Date 6-18-2025



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Emily Kate Sims

Physical Address [REDACTED]

Mailing Address Same as above

Home Phone Number —

Cell Phone Number [REDACTED]

Email [REDACTED]

Occupation Elementary School Librarian

Years of Residency 4

Registered Voter ☒ Yes ☐ No

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

Select all you wish to apply for

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

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

I am eager to serve our community via the Willamina Library Board. I recognize that the library has a crucial impact on the lives of our community's adults and children.

Please share any governmental or volunteer experience you have had

I have had the privilege to serve on our Willamina Library Board for the last four years. I have also contributed to the McMinnville library in its children's outreach program. I also really enjoyed volunteering at my son's schools.

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

Serving on the Willamina Library Board has opened my eyes to all of the wonderful things that the library does for our little town. I am dedicated to remaining an active part of this vital part of our community.

Signature [REDACTED] Date 6/16/25

An Equal Opportunity Employer

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

www.willaminaoregon.gov



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Kepola René Napoleon

Physical Address [REDACTED]

Mailing Address [REDACTED]

Home Phone Number N/A

Cell Phone Number [REDACTED]

Email [REDACTED]

Occupation _____

Years of Residency 11

Registered Voter ☒ Yes ☐ No

Position(s) Select all you wish to apply for Budget Committee ☐ Library Board ☒ Planning Commission ☐ City Council ☐

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

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

Please see attached.

Please share any governmental or volunteer experience you have had

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

Signature [REDACTED]

Date

6-17-25

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

I am convinced that our library serves as an essential asset for our community. It is not just a place for learning and literacy; it also provides a safe and inviting environment for all. The library acts as the heart of our community, enabling numerous members to fulfill their fundamental needs. I am pursuing a second term on the Willamina Public Library Advisory Board because I take pleasure in contributing to our community through my service and support for our library.

Please share any governmental or volunteer experience you have had

2023 - current: President for the non-profit, Love Our Library- Friends of the Willamina Public Library

2019 – current: Willamina Library Advisory Board

2019 - current: Love Our Library Fundraising Committee Chair

2018 – 2020: volunteer at Willamina Public Library

2011 – 2012: 6th grade girls' basketball co-coach – City of Lincoln City

2007- assistant coach- South Medford High School JV softball

2005: Special needs classroom volunteer- Ashland Middle School

2003: Volleyball camp coach – Taft High School

2000: Kindergarten classroom volunteer – Taft Elementary School

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

As I approach the conclusion of my first term of service, I have gained a solid understanding of the library's policies, both those that are currently in place and those that are being developed. I serve as President of Love Our Library, where I oversee the organization of our fundraising events and team. My role on the Advisory Board enables me to stay informed about the library's needs, current events, and policies, which I can then communicate to other supporters of the library. I am convinced that collaboration between the Advisory Board and the Friends of the Library is essential for providing optimal support to the library.

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF AUGUST 12, 2025**

TO: MAYOR AND CITY COUNCIL

FROM: BRIDGET MENELEY, CITY MANAGER

SUBJECT: RESOLUTION 25-26-001 A RESOLUTION TO RENEW PERSONAL SERVICES AGREEMENT WITH BEERY, ELSNER, & HAMMOND, LLP AN OREGON LIMITED LIABILITY PARTNERSHIP ("ATTORNEY")

ISSUE

Shall the Mayor and City Council accept the renewal of the personal service agreement and approve Resolution Number 25-26-001 to renew the personal services agreement with Beery, Elsner, & Hammond, LLP for legal services.

RECOMMENDATION:

The Mayor and City Council accept the renewal of the personal service agreement and approve Resolution Number 25-26-001 to renew the personal services agreement with Beery, Elsner, & Hammond, LLP for legal services.

FACTS AND FINDINGS

1. The City of Willamina continues to need legal services and has a well-established working partnership with Beery, Elsner, & Hammond, LLP who have provided legal services to the CITY since May of 2006.
2. The existing engagement contract between the CITY and ATTORNEY expired on December 31, 2018. Despite the expiration, both parties continued to operate under the terms of the prior contract.
3. The CITY and ATTORNEY desire to amend and restate the contractual terms of their professional relationship.

Proposed Motion: I move that the Mayor and City Council accept the renewal of the personal service agreement and approve Resolution Number 25-26-001 to renew the personal services agreement with Beery, Elsner, & Hammond, LLP for legal services.

Bridget Meneley

Bridget Meneley, City Manager

Attachment: Exhibit A - Amended and restated personal services agreement between the City of Willamina and Beery, Elsner, & Hammond, LLP.
Exhibit B – Resolution 25-26-001

AMENDED AND RESTATED
PERSONAL SERVICES AGREEMENT
CITY OF WILLAMINA
and
BEERY, ELSNER & HAMMOND, LLP

THIS PERSONAL SERVICES AGREEMENT (“Agreement”) is made and entered into as of the last date of signature below, by and between the City of Willamina, an Oregon municipal corporation (“CITY”), and Beery, Elsner & Hammond, LLP, an Oregon limited liability partnership (“ATTORNEY”).

WHEREAS, ATTORNEY has provided legal representation to the CITY since May 2006; and

WHEREAS, the existing engagement contract between the parties expired on December 31, 2018; and

WHEREAS, despite this expiration, both parties continued to operate under the terms of the prior contract, under the assumption and impression that it was in full force and effect; and

WHEREAS, CITY continues to have a need for legal services with the particular training, ability, knowledge and experience possessed by ATTORNEY; and

WHEREAS, CITY has determined that ATTORNEY is qualified and capable of performing the professional services as CITY does hereinafter require, under these terms and conditions set forth below.

WHEREAS, the parties desire to amend and restate the contractual terms of their professional relationship, as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. LEGAL SERVICES

ATTORNEY will provide legal advice upon request of the City Manager, City Council, Mayor or other consultants representing CITY. Additional terms of engagement are provided in Exhibit A, which is incorporated into this Agreement.

2. ATTORNEY IDENTIFICATION

ATTORNEY shall furnish CITY with its employer identification number, as designated by the Internal Revenue Service.

3. COMPENSATION

A. Payment will be made to the ATTORNEY for the services identified based upon a detailed monthly billing showing work performed. Payment will be made within 30 days of CITY'S receipt of the detailed monthly billing from ATTORNEY.

B. Hourly rates:

Partners and Of Counsel	\$305.00
Senior Associates	\$285.00
Associates	\$265.00
Paralegals	\$185.00
Legal Assistants	\$160.00
Law Clerk	\$100.00

It is understood that the above rates may be adjusted or changed by ATTORNEY on not more than a yearly basis with not less than 60 days written notice to CITY.

C. CITY shall reimburse ATTORNEY for out-of-pocket expenses at ATTORNEY'S direct cost without additional markup.

4. INDEPENDENT CONTRACTOR

ATTORNEY shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under paragraph 3 of this Agreement.

5. TERM AND TERMINATION

At any time with or without cause, CITY or ATTORNEY shall have the right to terminate this Agreement. If CITY terminates the Agreement, it shall deliver full payment to ATTORNEY for services rendered to the date of termination.

6. INDEMNITY AND INSURANCE

A. Indemnity: ATTORNEY shall defend, indemnify, and hold the CITY, its officers, and employees harmless from any third-party claims that result in liability, loss, or expenses to the CITY, provided that such duty is limited to the proportional extent that the liability, loss or expense results from the negligence or willful misconduct of ATTORNEY in the performance of its services under this agreement. Notwithstanding the foregoing, CITY acknowledges that ATTORNEY while performing legal services is acting in its capacity as City Attorney as an Officer and an Agent of the City, and therefore CITY agrees to be responsible under the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300) for defending, saving harmless and indemnifying ATTORNEY while it is acting within the professional scope of its engagement for the performance of legal services as City Attorney. Any claim by the CITY against ATTORNEY for legal malpractice is excluded from this indemnity.

- B. Liability Insurance: ATTORNEY shall maintain professional liability insurance insuring ATTORNEY against errors or omissions in the amount and on the conditions required by the Professional Liability Fund of the Oregon State Bar. ATTORNEY shall also maintain commercial general liability insurance covering Bodily Injury, Property Damage, and Personal Injury for at least \$1,000,000 per occurrence and at least \$2,000,000 in the aggregate per project.
- C. Workers Compensation Coverage: ATTORNEY hereby certifies that ATTORNEY has qualified for State of Oregon Worker's Compensation coverage either as a carrier-insured employer or as a self-insured employer.

7. NOTICES

All notices shall be made in writing and may be given by email or by mail, addressed as follows:

CITY: Bridget Meneley, City Manager
City of Willamina
411 NE C St.
Willamina, OR 97396-2783
Email: meneleyb@ci.willamina.or.us

ATTORNEY: Chad Jacobs, Partner
Beery, Elsner & Hammond, LLP
1804 NE 45th Ave.
Portland, OR 97213-1416
Email: chad.jacobs@behlaw.com

8. BAR MEMBERSHIP

ATTORNEY is responsible for maintaining professional standing, as members of the Oregon State Bar Association, of all its attorneys providing services pursuant to this contract.

9. WORK IS CITY PROPERTY

All work, including, but not limited to documents, drawings, papers, electronic media, and photographs, performed or produced by ATTORNEY under this Agreement, shall be the property of CITY.

10. SUCCESSORS AND ASSIGNMENTS

- A. ATTORNEY shall not assign any of its obligations hereunder without the prior consent of CITY.

B. ATTORNEY may, with CITY'S consent, subcontract services provided under this agreement when a specialized need for legal services arises.

11. MODIFICATION

Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties.

12. NO WAIVER OF LEGAL RIGHTS

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

13. COMPLIANCE WITH LAWS

ATTORNEY shall comply with all applicable Federal, State and local laws, codes, ordinances and regulations applicable to the work in this contract. All provisions of ORS 279B.220 through ORS 279B.235 and ORS 279C.500 through ORS 279C.870 are incorporated herein to the extent applicable to services contracts. Unless otherwise specified, ATTORNEY shall obtain all permits necessary to perform the work.

14. FORCE MAJEURE

Neither ATTORNEY nor CITY shall be held responsible for delay or default caused by an act beyond their reasonable control including but not limited to fire, riot, acts of God, war or pandemic. The party whose performance is delayed or is in default shall make all reasonable efforts to remove or eliminate the cause of the delay or default, and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

15. INTEGRATION

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject. If any provision of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

[signatures on next page]

IN WITNESS WHEREOF, CITY has caused this Agreement to be executed by its duly authorized undersigned agents and ATTORNEY has executed this Agreement effective as of the date last signed below.

CITY OF WILLAMINA

BEERY, ELSNER & HAMMOND, LLP

By: _____
Bridget Meneley, City Manager

By: _____
Chad Jacobs, Partner

Date: _____

Date: _____

Approved by Willamina City Council on _____, 2025.

EXHIBIT A

TERMS OF ENGAGEMENT

Thank you for selecting our firm to represent your organization. We are pleased to serve you and look forward to a successful professional relationship.

We explain our client service practices and billing procedures below. These practices and procedures will apply to your account unless you have reached a different written understanding with us. We encourage you to discuss them with our attorneys at the start of an engagement and whenever you have any questions during that engagement.

GENERAL PHILOSOPHY AND CONCEPT OF REPRESENTATION

The firm operates as a team. While the firm assigns an attorney to serve as the primary contact for each client, we share work and will involve whichever lawyers and personnel as circumstances warrant are best suited to serve your legal needs. While we can never guarantee a particular outcome, our goal is to see that your legal needs are met in the most cost-effective and efficient manner possible, and this team approach permits us to achieve that goal. Please do not hesitate to reach out to your primary contact or a partner at the firm with any concerns about a lawyer or firm personnel working on a matter for you.

COMMUNICATION PRACTICES

Our firm will communicate with authorized representatives of your entity regarding the work we are asked to perform on your behalf. We typically use standard means of professional communication, including telephone discussions, videoconferencing and e-mail communications, although there are times we may use less standard forms of communications such as text messaging. In today's world of technology of viruses and hacking, there is some risk that third parties may intercept or otherwise gain access to confidential communications between our firm and your authorized representatives. We believe the benefits of using these forms of communication outweigh the risk of accidental or malicious disclosure. But we will use whatever means of communication that you prefer if you inform us of your preferences. Nonetheless, we recommend that your authorized representatives avoid using computers or other communication tools that are owned, controlled, or accessible by others, such as public Wi-Fi networks or shared public computers when communicating with our office. Use of any computer, device, or account that is accessible by others increases the risk of disclosure of confidential information. Any devices used to communicate with our firm should be password protected.

BILLING PRACTICES

We bill monthly throughout the engagement for a particular matter, and our periodic bills are due when rendered. Our bills contain a concise summary of each matter for which legal services are rendered and a fee is charged. We bill in one-tenth hourly (six-minute) increments. Payment is due within 30 days of mailing, and the firm retains the right to charge interest on overdue bills at an annual rate of 9%. Please review your bills upon receipt. If you do not object to a bill within

30 days, the bill is deemed final. Please do not hesitate to contact us if you have a concern about a fee or billing issue.

COSTS AND EXPENSES

We strive to serve you through the most cost-effective and efficient support systems available. Our internal charges typically include such items as courier services, certain charges for legal research, engagement of outside contractors and charges for photocopying materials. We may request an advance cost deposit when we expect that we will be required to incur substantial advanced costs on your behalf. We pass along out-of-pocket expenses at cost. Travel time is billed at our hourly rates and mileage is billed at current IRS rates.

RATE CHANGES

We adjust our standard rates and chargeable costs from time to time but not more than yearly. Such adjusted rates will be charged for time spent only after the effective date of the adjustment. We will provide you with at least 60 days' notice of any rate change. If you have any questions or concerns regarding billing matters or our rates, please contact us.

CONFLICTS OF INTEREST

We have checked a list of our other clients to see whether representing you would create a conflict of interest. We are not aware of any such conflicts. Please inform us immediately if you become aware of any actual or potential conflict of interest that may arise.

PRIVACY/CONFIDENTIALITY POLICY

Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than other privacy laws. We have always protected each client's right to privacy and will continue to do so. We want you to know that all information that we receive from a client is held in confidence, and is not released to people outside the firm, except as agreed by the client, or as required under applicable law. To accomplish this, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

TERMINATION OF SERVICES

We retain the right to stop performing legal services and to terminate our legal representation for any reason consistent with the applicable ethical rules, including unanticipated conflicts of interest or unpaid legal fees and expenses. You retain the right to discharge the firm for any reason at any time. You agree that if you discharge the firm or we terminate our legal representation as provided above, you remain liable for all fees, costs, and expenses actually incurred under this contract, which may include work we are required to perform on your behalf after you transition to another attorney, and that you will make payment in full.

CHOICE OF LAW/VENUE

This agreement shall be considered to have been negotiated, signed, and delivered, and to be wholly performed, in the state of Oregon in the United States, and the rights and obligations of the parties to this Agreement shall be construed and enforced in accordance with, and governed by, the laws of the state of Oregon without giving effect to that state's or any other state's or country's choice-of-law principles. You further agree that any claim or dispute you may have against the firm will be resolved by a state or federal court located in Multnomah County, Oregon. You agree to submit to the personal jurisdiction of the courts located within Multnomah County, Oregon, for the purpose of litigating any and all such claims or disputes. Each party shall be responsible for its own costs and attorney fees for any claim, action, suit or proceeding, including any appeal.

FILE RETENTION

We securely store our electronic files either on a local server, a remote backup server or using a cloud service. Physical files, of which there are not many, are stored securely at the firm's offices or an offsite storage facility. Email communications are stored in the cloud unless and until they are downloaded to a local server. We believe your files and information are secure using these methods, however, if you have any concerns about the security of your files, please let us know and we will take reasonable and appropriate steps to alleviate your concerns. Upon termination, we will return any requested files to you. Unless otherwise required by law to be kept for a longer period of time, electronic and physical files will be destroyed after 10 years. Collection and returning of files is charged at our then in-place billable rates.

MARKETING

Our firm will, on occasion, publicize the clients with which we work. For example, we generally list the names of clients on our website or refer to them in proposals for new clients. Any information we share about clients includes only that which is publicly available. We will assume that by engaging the services of our firm, you consent to our firm using your entity's name and any publicly available information in such marketing. You may withdraw this consent at any time by providing written notice to our office manager.

QUESTIONS

We take pride in delivering legal services effectively and efficiently and in providing accurate and understandable billings. Please direct any questions about our services or billing practices to the lawyer responsible for your account. Any questions regarding the billing or payment status of your account should be promptly directed to the primary attorney on your matter or to Yen Huynh at (503) 226-7191.



Mayor Vickie Hernandez

Council Members:

Rita Baller, Council President
Craig Johnson
Barry Wilson
Karl Klym
Jennifer Pederson
VACANT

City Management:

City Manager: *Bridget Meneley*
Finance/HR Manager: *Marissa Matias*
Public Works Director: *Jeff Brown*
Library Director: *Sarah Frost*

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

RESOLUTION NUMBER 25-26-001

A Resolution of the Willamina City Council accepting and renewing the personal the personal service agreement and approve Resolution Number 25-26-001 to renew the personal services agreement with Beery, Elsner, & Hammond, LLP for legal services.

WHEREAS, ATTORNEY has provided legal representation to the CITY since May 2006; and

WHEREAS, the existing engagement contract between the parties expired on December 31, 2018; and

WHEREAS, despite this expiration, both parties continued to operate under the terms of the prior contract, under the assumption and impression that it was in full force and effect; and

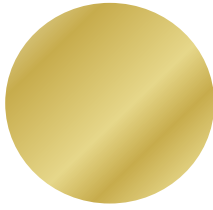
WHEREAS, CITY continues to have a need for legal services with the particular training, ability, knowledge and experience possessed by ATTORNEY; and

WHEREAS, CITY has determined that ATTORNEY is qualified and capable of performing the professional services as CITY does hereinafter require, under these terms and conditions set forth in the amended and restated personal services agreement; and

WHEREAS, the parties desire to amend and restate the contractual terms of their professional relationship, as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA THAT the amended and restated Personal Services Agreement between the City of Willamina and Beery, Elsner, & Hammond, LLP agree and that this resolution shall become effective immediately upon adoption.

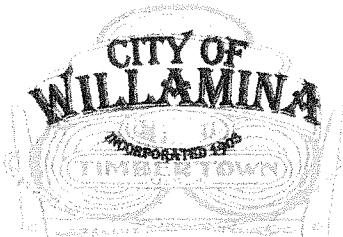
PASSED and ADOPTED by the City Council of the City of Willamina on this 12th day of **August 2025**.



Vickie Hernandez, Mayor

ATTEST:

Krystal Stevens, Deputy City Recorder



Mayor Corey L Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney
Mariab Woodward, Honorary City Councilor

City Staff:

City Recorder, Sue Hollis
Library: Melissa Hansen & Denise Willms
Office Coordinator: Debbie Bernard
Office Specialist: Amber Deibel
Public Works Director: Jeff Brown.

MEMO TO: CITY COUNCIL

DATE: AUGUST 8, 2013

FROM: SUE HOLLIS, CITY RECORDER

SUBJECT: WILLAMINA CREEK BANK STABILIZATION AT HUDDLESTON POND

Background:

1. Earlier this year, the City Council asked that Keller Associates review the issue with bank erosion at Huddleston Pond.
2. Attached is the written report from Keller Associates along with an estimate of the costs to stabilize the bank. The next step in the process is to accept the report and authorize Keller Associates to seek funding for the project. Unless we can get grant funds, it is not likely that we can come up with over \$1 million dollars from the General Fund to complete the project. What no one can predict is how quickly the bank will erode without some kind of intervention. Also attached is information about gabion walls.
3. The Public Works Committee reviewed and discussed the report with Peter Olsen from Keller Associates. They are recommending that City Council accept the report from Keller Associates and authorize them to develop a Task Order to work toward identifying potential funding sources for the project. They asked Sue Hollis to review the budget and determine what funds might be available.
4. We have \$6,000 in Contracted Services for the Parks Department. Of that amount, approximately \$3,500 is budget for on-going expenses such as porta-potties and solid waste collection services at the various parks. I am recommending that the task order be for a cost not to exceed \$2,500. When we get close to that figure, Council would review the project again to determine if we have the funds to continue in this fiscal year.

Action Requested:

That Council authorize Keller Associates to prepare a Task Order, and the Mayor to sign it, for the purpose of researching potential funding sources for the Willamina Creek Bank Stabilization Project at a cost not to exceed \$2,500.

Attachments

F/PUBLIC WORKS COMMITTEE/WILLAMINA CREEK BANK STABILIZATION.CC MEMO

An Equal Opportunity Employer

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



KELLER
associates

707 13th Street SE, Suite 280 • Salem, OR 97301
503.364.2002 phone • 503.364.2801 fax • www.kellerassociates.com

July 10, 2013

Sue Hollis, City Recorder
City of Willamina
411 NE C St.
Willamina, OR 97396

Re: Willamina Creek Bank Stabilization at Huddleston Pond

Sue:

Keller Associates visited the Willamina Creek bank stabilization problem located approximately 200 feet upstream of the confluence with the South Yamhill River. The bank on the north side of Willamina Creek is beginning to undermine the newly paved parking lot for the Huddleston Pond at Hampton Park. If the bank is not stabilized in the near future, Willamina Creek could continue to erode the steep slope eliminating the pond boat launch and parking lot. This bank destabilization could eventually create a direct connection from Huddleston Pond to Willamina Creek. From previously completed evaluations of the pond, Keller Associates understands that the pond is not a risk as long as the bottom surface is not disturbed. The pond's original purpose was as a log pond.

The natural flow and erosion characteristics of the Willamina creek will continue to cause erosion into the bank of the creek along the parking lot. The existing bank is too steep to use conventional erosion protection. Some type of retaining wall is necessary to stabilize and retain the creek bank. Concrete block walls, gabion walls, and pile walls are usually the best solution for this application.

A geotechnical investigation will be required to determine the specific parameters associated with wall design. However, on-site observations made by Keller Associates indicate a pile wall is not suitable for this site due to the shallow bedrock, high creek bank and other problems that will result from installing soil anchors under the parking lot to support the pile wall. Concrete block walls can be used, but the height will require installation of anchors back under the parking lot, which will be difficult to construct with the pond so close to the parking lot.

Therefore, a gabion wall is best suited for this location. Gabion walls can be constructed without soil anchors under the parking lot and can be constructed high enough to retain the parking lot. The attached aerial photo of the site shows the general location of the retaining wall. The photo shows the wall being straight; however the actual wall would be curved to fit the existing creek bank.

Engineering Solutions, Satisfied Clients

Clarkston • Idaho Falls • Meridian • Pocatello • Riverton • Salem

Access and constructability should be addressed in further evaluations and discussed with the proper agencies. Keller Associates recommends further exploring the construction of a gabion retaining wall along the north bank of the Willamina Creek to protect the bank from further erosion.

The gabion wall provides several benefits over other types of retaining walls. A gabion wall is among the least expensive type of retaining walls. In addition, the gabion wall has a natural aesthetic appearance as the gabion wire mesh baskets are filled with large rocks (see attached product description from a manufacturer). The wall may need to be approximately 300 feet long and 20 feet high, with an additional several feet buried below ground to rest on bedrock. The total cost of constructing a gabion wall is approximately \$1,100,000, which includes permitting, design, and construction costs. Permitting needs to be coordinated with the Department of State Lands (DSL) and the US Army Corps of Engineers (USACE). These agencies will involve other entities such as the Oregon Department of Fish and Wildlife. Below is a breakdown of costs for the bank stabilization project.

Gabion wall construction will require excavation of the creek bank to allow space for the wall and construction work. The excavation will extend back into the existing parking lot paving. The paving will be repaired after the wall is complete. The heavy vegetation along the top of the creek bank will be removed during construction and will require vegetation restoration at the end of construction.

Requirements for working in and near the creek will be determined during the permitting process. A cofferdam will likely be required along the full length of the work area between the work and the flowing creek. This will provide a physical separation between the creek and the work to prevent sediment from flowing out of the excavation area into the creek during construction.

Willamina Creek Bank Stabilization Opinion of Probable Cost

Item	Unit	Unit Cost	Qty	Total Cost
Coffer Dam	LF	\$200	350	\$70,000
Excavation	CY	\$18	6,660	\$120,000
Soil Nailing	EA	\$700	120	\$84,000
Shoring	SF	\$25	5,100	\$128,000
Backfill	CY	\$20	3,470	\$69,000
Gabion Wall	CY	\$60	3,186	\$191,000
Surface Restoration	SY	\$10	1,300	\$13,000
Pavement Repair	SY	\$75	300	\$23,000
<i>Construction Sub-Total</i>				\$698,000
Mobilization	%		5%	\$35,000
Contingency	%		20%	\$147,000
Engineering, Legal, Permitting	%		25%	\$220,000
Total				\$1,100,000

Next Steps:

1. Contact DSL/USACE
2. Grant research and applications
3. Perform geotechnical investigation and preliminary design
4. Final design

If you have any questions regarding this summary, please do not hesitate to contact me at 503.364.2002.

Sincerely,

KELLER ASSOCIATES, INC.



Peter Olsen, P.E.
Salem Office Manager

R E T A I N I N G W A L L

Willamina Creek

Huddleston Pond

South Yamhill River



Jeff Brown

From: Peter Olsen [polsen@Kellerassociates.com]
Sent: Wednesday, July 10, 2013 9:59 AM
To: Sue Hollis
Cc: Jeff Brown; Andrey Chernishov
Subject: Willamina Creek Bank Stabilization
Attachments: Willamina Creek Bank Stabilization Recommendation.pdf

Sue,

See attached letter regarding the creek bank stabilization issue near Huddleston Pond. Please review the letter and then we can discuss.

Regards,

Peter A. Olsen, P.E.
Project Manager | **Keller Associates, Inc.**

P 503.364.2002 | C 503.910.2421
707 13th Street SE, #280 | Salem | Oregon 97301
polsen@kellerassociates.com | www.kellerassociates.com



Oregon

Tina Kotek, Governor

Department of Environmental Quality
Office of Compliance and Enforcement
700 NE Multnomah Street, Suite 600
Portland, OR 97232-4100
(503) 229-5696
FAX (503) 229-5100
TTY 711

June 12, 2025

CERTIFIED MAIL: 9589 0710 5270 0110 6003 40

City of Willamina
c/o Bridget Menely, City Manager
411 NE C St
Willamina, OR 97396

Re: Notice of Civil Penalty Assessment and Order
Case No. WQ/M-WR-2024-053

This letter is to inform you that the Oregon Department of Environmental Quality (DEQ) has issued you a civil penalty of \$2,550 for violating a state water quality standard by discharging untreated sewage to Willamina Creek on multiple occasions. Untreated sewage contains disease causing bacteria and viruses. By discharging untreated sewage to Willamina Creek, you created a threat to public health and harmed water quality.

Included in Section IV is an order requiring you to submit annual reports on your efforts to reduce infiltration and inflow into your sewage collection system that contributes to untreated sewage discharges.

You may pay the civil penalty as follows:

Pay online with e-check (ACH) or Credit Card. Go to Your DEQ Online here:

<https://ydo.oregon.gov>. Select Register Account or Login, then select Pay Invoices/Fees on your account dashboard. Enter the Invoice number and Account ID included on the attached payment slip. Note: US Bank charges a 2.3% convenience charge for credit card transactions. ACH payments have no additional charges.

Pay by check or money order: Make checks payable to "Department of Environmental Quality" and mail to the address on the enclosed payment slip. Please make sure to include the payment slip with your check or money order.

If you wish to appeal this matter, DEQ must receive a request for a hearing within 20 calendar days from your receipt of this letter. The hearing request must be in writing. Send your request to DEQ Office of Compliance and Enforcement:

Via mail – 700 NE Multnomah Street, Suite 600, Portland, Oregon 97232

Via email – DEQappeals@deq.oregon.gov

Via fax – 503-229-6762

Once DEQ receives your request, we will arrange to meet with you to discuss this matter. If DEQ does not receive a timely written hearing request, the penalty will become due.

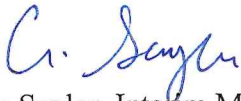
The attached Notice further details DEQ's reasons for issuing the penalty and provides further instructions for appealing the penalty. Please review and refer to it when discussing this case with DEQ.

DEQ may allow you to resolve part of your penalty through the completion of a Supplemental Environmental Project (SEP). SEPs are environmental improvement projects that you sponsor instead of paying a portion of your penalty. Further information is available by calling the number below or at <http://www.oregon.gov/deq/Regulations/Pages/SEP.aspx>.

DEQ's rules are available at <https://www.oregon.gov/deq/Regulations/Pages/Administrative-Rules.aspx> or by calling the number below.

If you have any questions, please contact Jeff Bachman at 503-229-5950 or toll free in Oregon at 800-452-4011, extension 5950.

Sincerely,



Erin Saylor, Interim Manager
Office of Compliance and Enforcement

Enclosures

cc: Brenda Kuiken, DEQ
Ranei Nomura, DEQ
Accounting, DEQ

BEFORE THE ENVIRONMENTAL QUALITY COMMISSION
OF THE STATE OF OREGON

IN THE MATTER OF:) NOTICE OF CIVIL PENALTY
CITY OF WILLAMINA,) ASSESSMENT AND ORDER
Respondent.) CASE NO. WQ/M-WR-2024-053

I. AUTHORITY

The Department of Environmental Quality (DEQ) issues this Notice of Civil Penalty Assessment and Order (Notice) pursuant to Oregon Revised Statutes (ORS) 468.100, ORS 468.126 through 468.140, ORS Chapters 183 and 468B and Oregon Administrative Rules (OAR) Chapter 340, Divisions 011, 012 and 045.

II. FINDINGS OF FACT

1. At all relevant times, Respondent operated a sewage collection, treatment and disposal system, as defined in ORS 468B.005(1) and (6), as authorized by a National Pollutant Discharge Elimination System Permit (NPDES Permit) issued and administered by DEQ.

2. ORS 468B.025(1)(b) prohibits the “[d]ischarge [of] any wastes into the waters of the state if the discharge reduces the quality of such waters below the water quality standards established by rule for such waters by the Environmental Quality Commission.”

3. OAR 340-041-0009(3) states: “[n]o sewage may be discharged into or in any other manner be allowed to enter the waters of the State, unless such sewage has been treated in a manner the Department approved or otherwise allowed by these rules.”

4. On or about January 12, 2021, Respondent discharged an estimated 242,627 gallons of untreated sewage from its E Street Pump Station, located near 453 Yamhill Street in Willamina, Oregon, to Willamina Creek.

5. On or about November 12, 2021, Respondent discharged an estimated 216,000 gallons of untreated sewage from its E Street Pump Station, located near 453 Yamhill Street in Willamina, Oregon, to Willamina Creek.

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6. On or about January 5, 2022, Respondent discharged an estimated 73,800 gallons of untreated sewage from its E Street Pump Station, located near 453 Yamhill Street in Willamina, Oregon, to Willamina Creek.

7. On or about December 27, 2022, Respondent discharged an estimated 62,850 gallons of untreated sewage from its E Street Pump Station, located near 453 Yamhill Street in Willamina, Oregon, to Willamina Creek.

8. On or about December 29, 2022, Respondent discharged an estimated 168,800 gallons of untreated sewage from its E Street Pump Station, located near 453 Yamhill Street in Willamina, Oregon, to Willamina Creek.

9. On or about December 10, 2023, Respondent discharged an estimated 257,600 gallons of untreated sewage from its E Street Pump Station, located near 453 Yamhill Street in Willamina, Oregon, to Willamina Creek.

10. On or about January 8, 2025, Respondent discharged an estimated 4,000 gallons of untreated sewage from its pump station located near 262 Washington Street in Willamina, Oregon, to Willamina Creek.

11. Schedule A, Condition 1(b) of Respondent's NPDES permit requires Respondent to achieve an 85% monthly average removal efficiency for biochemical oxygen demand (BOD₅) in its discharged effluent.

12. During February 2024, Respondent achieved a monthly average BOD₅ removal efficiency of 77%.

III. CONCLUSIONS

1. Respondent violated ORS 468B.025(1)(b) by discharging untreated sewage to Willamina Creek, a water of the state pursuant to ORS 468B.005(10), and reducing the quality of Willamina Creek below the water quality standard established by the Environmental Quality Commission at OAR 340-041-0009(3), as described in Section II, Paragraphs 2-10 above. These are Class I violations, according to OAR 340-012-0055(1)(b). DEQ assesses a \$2,550 civil penalty for these violations.

2. Respondent violated ORS 468B.025(2) by failing to meet the BOD₅ monthly average removal efficiency in its discharged effluent as required by Schedule A of its NPDES permit during February 2024, as described in Section II, Paragraphs 11 and 12 above. This is a Class III violation pursuant to OAR 340-012-0055(3)(c). DEQ has not assessed a civil penalty for this violation.

IV. ORDER TO PAY CIVIL PENALTY AND TO COMPLY

Based upon the foregoing FINDINGS OF FACTS AND CONCLUSIONS, Respondent is hereby ORDERED TO:

1. Pay a total civil penalty of \$2,550. The determination of the civil penalty is attached as Exhibit 1 and is incorporated as part of this Notice.

If you do not file a request for hearing as set forth in Section V below, please pay the penalty as follows:

Pay online with e-check (ACH) or Credit Card. Go to Your DEQ Online here: <https://ydo.oregon.gov>. Select Register Account or Login, then select Pay Invoices/Fees on your account dashboard. Enter the Reference Number and FIMS Account ID included on the attached payment slip. Note: US Bank charges a 2.3% convenience charge for credit card transactions. ACH payments have no additional charges.

Pay by check or money order: Make checks payable to "Department of Environmental Quality" and mail to the address on the enclosed payment slip. Please make sure to include the payment slip with your check or money order.

2. Beginning the first February 1 following this order becoming final by operation of law or on appeal and each succeeding February 1 continuing until Respondent's NPDES permit is renewed, Respondent must submit to DEQ an annual infiltration and inflow (I/I) report. The report must include the following:

- a. An assessment of the facility's I/I issues based on a comparison of summer and winter flows to the plant.
- b. Details of activities performed in the previous year to identify and reduce inflow and infiltration.

1 c. Details of activities planned for the current year to identify and reduce inflow and
2 infiltration.

3 d. A summary of sanitary sewer overflows that occurred during the previous year. This
4 must include the following: date of the overflow, estimated volume, cause, follow up
5 actions and, if performed, the results of ambient monitoring.

6 3. Reports must be sent to: Brenda Kuiken, DEQ, Brenda.Kuiken@deq.oregon.gov, 4026
7 Fairview Industrial Drive, SE, Salem, OR 97302.

8 V. NOTICE OF RIGHT TO REQUEST A CONTESTED CASE HEARING

9 You have a right to a contested case hearing on this Notice, if you request one in writing. DEQ
10 must receive your request for hearing **within 20 calendar days** from the date you receive this Notice. If
11 you have any affirmative defenses or wish to dispute any allegations of fact in this Notice or attached
12 exhibit, you must do so in your request for hearing, as factual matters not denied will be considered
13 admitted, and failure to raise a defense will be a waiver of the defense. (See OAR 340-011-0530 for
14 further information about requests for hearing.) You must send your request to: **DEQ, Office of**
15 **Compliance and Enforcement, 700 NE Multnomah Street, Suite 600, Portland, Oregon 97232**, fax
16 it to **503-229-6762** or email it to DEQappeals@deq.oregon.gov. An administrative law judge
17 employed by the Office of Administrative Hearings will conduct the hearing, according to ORS
18 Chapter 183, OAR Chapter 340, Division 011 and OAR 137-003-0501 to 0700. You have a right to be
19 represented by an attorney at the hearing, however you are not required to be. If you request a hearing,
20 you will be notified of the time and place of the hearing and you will be given information on the
21 procedures, and other rights of parties relating to the conduct of the hearing before commencement of
22 the hearing. If you are an individual, you may represent yourself. If you are a corporation, partnership,
23 limited liability company, unincorporated association, trust or government body, you must be
24 represented by an attorney or a duly authorized representative, as set forth in OAR 137-003-0555.

25 Active duty Service members have a right to stay proceedings under the federal Service
26 Members Civil Relief Act. For more information contact the Oregon State Bar at 1-800-

27 ///

1 452-8260, the Oregon Military Department at 503-584-3571, or the nearest United States Armed
2 Forces Legal Assistance Office through <http://legalassistance.law.af.mil>. The Oregon Military
3 Department does not have a toll free telephone number.

4 If you fail to file a timely request for hearing, the Notice will become a final order by default
5 without further action by DEQ, as per OAR 340-011-0535(1). If you do request a hearing but later
6 withdraw your request, fail to attend the hearing or notify DEQ that you will not be attending the
7 hearing, DEQ will issue a final order by default pursuant to OAR 340-011-0535(3). DEQ designates
8 the relevant portions of its files, including information submitted by you, as the record for purposes of
9 proving a prima facie case.

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13 6/12/2025

14 Date

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Erin Saylor, Interim Manager
Office of Compliance and Enforcement

EXHIBIT 1

FINDINGS AND DETERMINATION OF RESPONDENT'S CIVIL PENALTY PURSUANT TO OREGON ADMINISTRATIVE RULE (OAR) 340-012-0045

<u>VIOLATION</u>	Discharging a waste that reduced the quality of waters of the state below a water quality standard adopted by the Environmental Quality Commission in violation of ORS 468B.025(1)(b).
<u>CLASSIFICATION:</u>	This is a Class I violation pursuant to OAR 340-012-0055(1)(b).
<u>MAGNITUDE:</u>	The magnitude of the violation is moderate pursuant to OAR 340-012-0130(1), as there is no selected magnitude specified in OAR 340-012-0135 applicable to this violation, and the information reasonably available to DEQ does not indicate a minor or major magnitude.
<u>CIVIL PENALTY FORMULA:</u>	The formula for determining the amount of penalty of each violation is: $BP + [(0.1 \times BP) \times (P + H + O + M + C)] + EB$
"BP"	is the base penalty, which is \$1,500 for a Class I, moderate magnitude violation in the matrix listed in OAR 340-012-0140(4)(b)(A)(ii) and applicable pursuant to OAR 340-012-0140(4)(a)(F)(i) as Respondent operates a domestic wastewater treatment system with a permitted flow of less than 2 million gallons per day.
"P"	is whether Respondent has any prior significant actions, as defined in OAR 340-012-0030(19), in the same media as the violation at issue that occurred at a facility owned or operated by the same Respondent and receives a value of 0 according to OAR 340-012-0145(2)(a)(A), because there are no prior significant actions.
"H"	is Respondent's history of correcting prior significant actions and receives a value of 0 according to OAR 340-012-0145(3)(c) because there is no prior history.
"O"	is whether the violation was repeated or ongoing and receives a value of 3 according to OAR 340-012-0145(4)(c) because there were from seven to 28 occurrences of the violation. There were seven occurrences of the violation as detailed in the Notice.
"M"	is the mental state of the Respondent and receives a value of 4 according to OAR 340-012-0145(5)(c) because Respondent's conduct was negligent. As the owner and operator of a permitted domestic wastewater treatment and disposal system, Respondent knows or should have known that it cannot discharge untreated sewage to waters of the state. By failing to take the action or actions necessary to prevent discharges of untreated sewage to Willamina Creek, Respondent failed to exercise reasonable care to avoid the foreseeable risk of committing the violation.

"C" is Respondent's efforts to correct or mitigate the violation and receives a value of 0 according to OAR 340-012-0145(6)(f) because the violation or the effects of the violation could not be corrected or minimized.

"EB" is the approximate dollar value of the benefit gained and the costs avoided or delayed as a result of the Respondent's noncompliance. It is designed to "level the playing field" by taking away any economic advantage the entity gained and to deter potential violators from deciding it is cheaper to violate and pay the penalty than to pay the costs of compliance. In this case, "EB" receives a value of \$0 as DEQ has insufficient information on which to base another finding.

PENALTY CALCULATION: $\text{Penalty} = \text{BP} + [(0.1 \times \text{BP}) \times (\text{P} + \text{H} + \text{O} + \text{M} + \text{C})] + \text{EB}$
= \$1,500 + [(0.1 x \$1,500) x (0 + 0 + 3 + 4 + 0)] + \$0
= \$1,500 + (\$150 x 7) + \$0
= \$1,500 + \$1,050 + \$0
= \$2,550

Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232-4100



State of Oregon
Department of Environmental Quality

Phone: 503-229-5437
Fax: 503-229-5850

CIVIL PENALTY - ORS 468.135(2)

DATE:	June 12, 2025
RESPONSE DATE :	August 21, 2025
TOTAL PENALTY:	\$2,550.00

Account Name:	WILLAMINA, CITY OF		
Account Type:	Vendor/Organization/Company	Reference Number:	CPGFD2500052
SubSystem ID:	213490	FIMS Acct. ID:	11508

Penalty Summary

Penalty Amount	Interest	Adjustment	Amount Paid	Total Penalty
\$ 2,550.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,550.00

Payment of this penalty is subject to the exercise of your options or right to appeal as described in the enclosed enforcement documents.

To Pay Online with ACH or Credit Card Visit <https://ydo.oregon.gov> and select 'Register Account'



PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



REFERENCE NO.	CPGFD2500052		
PAYCODE:	00401 7400 10040 74001 0500 000000 00		
FEE PROGRAM ID:	950	RESPONSE DATE:	August 21, 2025
FIMS ACCT. ID:	11508	TOTAL PENALTY DUE:	\$2550.00

AMOUNT ENCLOSED:

MAKE CHECK PAYABLE TO: Department of Environmental Quality

DEQ FINANCIAL SERVICES - LBX4244
PO BOX 4244
PORTLAND OR 97208-4244

☐

Check this box if updated address information has been provided on the back of the form.

00401 7400 10040 74001 0500 000000 0095000115081CPGFD250005200002550007



State of Oregon
Department of
Environmental
Quality

State of Oregon Department of Environmental Quality

CIVIL PENALTY - ORS 468.135(2)

700 NE Multnomah Street, Suite 600
Portland, OR 97232-4100
Phone: 503-229-5437
Fax: 503-229-5850

Penalty Detail

Transaction Date	Description	Amount
6/11/2025	2024-053 WQ-M-WR-2024-053	\$2,550.00

SFMS Agencies Use:

Trans Code	Treasury Fund	SFMS	Index	PCA (5)	Agency Object	Project #	Phase
723	00401	7400	10040	74001	0500	00000	00

Address Changes

Please visit <https://ydo.oregon.gov> to update your mailing address online or provide the following information:

Name _____
Address _____
City, State, Zip _____

CERTIFICATE OF MAILING

I hereby certify that I served DEQ Case No. WG/M-WR-2024-053 upon:

9589 0710 5270 0110 6003 40

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postmark Here	
City of Willamina c/o Bridget Menely, City Manager 411 NE C St Willamina, OR 97396	
PS Form 3800, January 2023 PSN 7530-02-000-9017 See Reverse for Instructions	

By mailing a true copy of the above by placing it in a sealed envelope, with postage prepaid at the DEQ/DAS mail services in Portland, Oregon on 6/12/2025

Isaac Griffith

Isaac Griffith, Case Coordinator
Office of Compliance & Enforcement
Department of Environmental Quality



(<https://www.orcities.org/>)



LOC Home (<https://www.orcities.org/>)

> *Training & Events: Training & Events Calendar* (<https://www.orcities.org/training-events/loc-training-events-calendar>)

> **Municipal Fundamentals for Government Officials**

Municipal Fundamentals for Government Officials

Speakers: LOC Staff

The LOC is pleased to announce a new training opportunity: ***Municipal Fundamentals***. These trainings will be offered in-person in five locations across the state, each taking place from 8:30 a.m. – 12:30 p.m. There will also be one virtual option for officials unable to attend in person.

Municipal Fundamentals is a low-cost, half-day training taught by LOC staff. Cities are encouraged to sign up elected officials and city staff for an opportunity to learn, ask questions, and network with leaders from cities in the surrounding area.

- **Oregon Public Meetings Law-OGEC Required Training:** Recent changes in state law require that members of governing bodies of public bodies with expenditures for a fiscal year of \$1 million or more attend an Oregon Government Ethics Commission certified training on Oregon's Public Meetings Law. This training will cover the necessary areas of public meeting laws and satisfy the training requirement.

- **Home Rule 101:** Learn the historical backdrop of Oregon's Home Rule—the source of local governance powers—and the impact Home Rule has on city charters and overall city functions. Find out how state preemption affects the strength of Home Rule authority and how LOC works to protect Home Rule.

- **Lobbying 201:** With the conclusion of the 2025 legislative session; the LOC's lobbying team will educate city officials on ways to find success with receiving state funding. A key component of this lobbying effort is understanding how to effectively request funding and preparing the necessary elements to achieve success.

Every state Senator and Representative has cities in their districts that make up the bulk of their constituency. As many of you know, what happens in our cities has the greatest touchpoint on people's daily lives, including community projects that enhance the lives of your citizens.

In this session, we'll build on Lobbying 101 and focus on the importance of building relationships with your legislators, how to develop a message for making a successful capital construction request, and the process in how to navigate these steps.

- Land Use 101: Learn the basics of Oregon's land use laws and the essentials of what city officials need to know. Discover the history of Oregon's land use planning system, procedures for land use hearings, and more.

The cost for this training is \$35.

Contact: Heather Larson, Training Coordinator -hlarson@orcities.org
(<mailto:hlarson@orcities.org>).

Available Sessions

Title	Location	Date	Time	Cost	LGMC	Actions
Municipal Fundamentals Training-Bend	Bend City Hall-Council Chambers 710 NW Wall St. Bend 97701	08/13/25	8:30 AM - 12:30 PM	\$35		Register >
Municipal Fundamentals Training-Boardman	Port of Morrow 2 E Marine Drive Boardman 97818	08/26/25	8:30 AM - 12:30 PM	\$35		Register >
Municipal Fundamentals Training-Medford	Prescott Room-Police Headquarters 219 S. Ivy Street Medford 97501	09/26/25	8:30 AM - 12:30 PM	\$35		Register >

Title	Location	Date	Time	Cost	LGMC	Actions
Municipal Fundamentals Training-Lincoln City	Lincoln City 97367	10/10/25	8:30 AM - 12:30 PM	\$35		Register >
Municipal Fundamentals Training- Zoom	Via Zoom	10/29/25	8:30 AM - 12:30 PM	\$35		Register >

view the Training & Events Calendar >

Webinars Available Anytime

Watch recorded webinars hosted by the LOC on topics including the American Rescue Plan, broadband, social media, transportation funding, shelter and homelessness, and more.

Watch now on LOC's YouTube channel 

Prohibited Serial Communications

Purpose & Definitions

Governing bodies are required to deliberate and decide matters in open public meetings. The purpose and intent of the Public Meetings Law is that the decisions of governing bodies be arrived at openly and that the public be informed and aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. ORS 192.620

Prohibited serial communications occur when the governing body, outside of a public meeting, uses serial electronic written communications (notes, emails, texts), in-person communications, or an intermediary to communicate among a quorum of the members of the governing body for the purpose of deliberating or deciding on any matter within the governing body's jurisdiction (i.e., a matter for which the governing body has the authority to make a decision or recommendation). OAR 199-050-005(10) & OAR 199-050-0020

Deliberating includes any discussions or communications that are part of the governing body's decision-making process. A decision-making process may include:

- (a) Identifying or selecting the nature of the decision to be made;
- (b) Gathering information related to the decision to be made;
- (c) Identifying and assessing alternatives;
- (d) Weighing information; and
- (e) Making a decision.

ORS 192.610(3) & OAR 199-050-0005(4)

An **intermediary** is a person who is used to facilitate communications among members of a governing body about a matter subject to deliberation or decision by the governing body, by sharing information received from a member or members of the governing body with other members of the governing body. An intermediary may be a member of the governing body, a staff member, or any other person who is used to facilitate communications among members of the governing body. OAR 199-050-0005(7)

Frequently Asked Questions

1. When do communications among governing body members become prohibited serial communications?

Answer: It depends on whether the communications involved a quorum of members and on the subject and purpose of the communications. The determinative factors include:

- (A) Do the serial communications involve a quorum of the governing body?
- (B) Do the communications involve a matter within the governing body's jurisdiction (i.e., a matter for which the governing body has the authority to decide or make a recommendation)?
- (C) Did a quorum use the serial communications for the purpose of deliberating or deciding on that matter?

2. Does a quorum of the governing body have to be involved in the same communication at the same time for it to be considered a prohibited serial communication?

Answer: No. Prohibited serial communications may occur through a quorum of members being involved in the same communication or a quorum of members being involved in a series of individual or small group communications. If a member of the governing body individually communicates (in person or by telephone, email, text, etc.) one by one with enough members that a quorum of the governing body is involved, and the matter communicated is within the governing body's jurisdiction, and the communications are for the purpose of deliberating or deciding on the matter, then it is prohibited serial communications.

Using an example of a governing body comprised of seven members and a quorum of four members:

Member A calls Member B on May 1st to discuss lowering the downtown parking fines by 10%. On May 15th, Member B emails Member C to see if Member C would also be supportive of lowering the downtown parking fees by 10%. The next day, Member A sends a text message to Member D to see if Member D would support lowering the downtown parking fees by 10%. In this example, four members - a quorum - have deliberated about whether to lower the downtown parking fees by 10%. In this situation a prohibited serial communication has occurred in violation of the Public Meetings Law.

3. Can a quorum of the governing body engage in serial communications on topics not within their jurisdiction?

Answer: Yes. The prohibitions on serial communications only apply to matters within the governing body's jurisdiction. For example, it is not a prohibited serial communication for the Library Advisory Committee, with authority only to make recommendations about the Library matters, to serially communicate about the Police Department's proposed budget that includes a new K-9. Also, it is not a prohibited serial communication for members of a governing body to communicate about other non-jurisdictional matters, like one member's vacation or another member's favorite sports team.

4. I am on a governing body. If a constituent or member of the public approaches me to discuss a matter within my governing body's jurisdiction, may I speak to them without risk of engaging in a prohibited serial communication? What if that member of the public also approaches other members of the governing body to discuss the same matter?

Answer: Generally, yes. Nothing in the Public Meetings Law prohibits you from speaking to a constituent about their concerns and other topics or matters within the governing body's jurisdiction. The fact that a constituent communicates on their own with a quorum of the governing body does not mean the governing body engaged in prohibited serial communications. But if a member of the governing body asks or directs the constituent to be the go between among governing body members, in order to share information among a quorum of the governing body for the purpose of deliberating or deciding on a matter, that could be a prohibited serial communication.

5. May I speak to a member of the media?

Answer: Yes. Nothing in the Public Meetings Law prohibits a member of a governing body from speaking to the media about topics regarding the public body's business or otherwise. The stated policy and purpose of Oregon's Public Meetings Law is transparency and openness; it is not intended to limit or prohibit interactions between governing bodies and the media.

6. The governing body is scheduled to consider a matter at our next public meeting and I would like to know how other members of the governing body feel about the matter beforehand. May I ask a staff member to ask other members of the governing body and report back to me?

Answer: Generally, no. In this situation, the staff member would be considered an intermediary used to communicate among members of the governing body for the purpose of deliberating or making a decision on a matter within the governing body's authority. If the communications occur with a quorum of the governing body, a prohibited serial communication has occurred. However, it would not be a prohibited serial communication if the communications are either:

- (1) purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;
- (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or
- (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

For example, if the communications with staff was to check with other members of the governing body to determine whether to reschedule the meeting to another time, such communications would not be prohibited.

7. I am a city administrator; may I meet privately with individual members of the governing body on a routine basis to discuss matters subject to deliberation or decision by the governing body?

Answer: Yes. A city administrator or other staff member may meet with individual members of the governing body. However, if the city administrator or staff member is communicating among a quorum of members and sharing the information received from individual members with a quorum of the governing body members, such communications may be prohibited serial communications. The Public Meetings Law requires deliberations and decisions of a governing body to be conducted in a public meeting. So if the purpose of the city administrator's meetings with individual members is to facilitate communications among a quorum of the members and those communications are for the purpose of deliberating or deciding on a matter, those individual meetings may violate the Public Meetings Law.

As an example, assume the city administrator wants the council to consider whether and by how much to adjust the sound permit fee for local music concerts in the park. Consider the following scenarios:

Scenario 1: The city administrator contacts each councilor individually and asks for their thoughts on whether the sound permit fee should be adjusted. The city administrator does not convey information received to other members of the council. The city administrator uses the information gained from the discussions with individual council members to create a staff report.

The city administrator places an item on the agenda for the council to consider whether to adjust the sound permit fee and by how much. The sound permit fee is then considered at a publicly noticed council meeting where the city administrator presents the staff report. At the public meeting, the councilors debate the issue and determine the fee amount.

In Scenario 1, the city administrator is gathering information in order to create a staff report to present the issue for discussion, deliberation, and decision by the council at a public meeting. The council did not engage in deliberations or make a decision, through the city administrator as an intermediary, about whether to adjust the fee and by how much. The council had an open debate about the fee at a public meeting. In Scenario 1, it does not appear to the city council engaged in prohibited serial communications.

Scenario 2: The city administrator contacts each councilor individually and asks for their thoughts on whether the sound permit fee should be adjusted. When speaking with the Mayor, the Mayor proposes a 10% reduction in the permit fee. The city administrator then conveys to the other councilors that the Mayor has proposed a 10% reduction and asks whether they agree with that amount. Councilor A suggests it should instead be a 5% increase. The city administrator then presents the Mayor's and Councilor A's suggestions to the other councilors individually. A majority of the councilors indicate to the city administrator that they agree with the Mayor's suggestion of a 10% reduction. The city administrator then places a 10% reduction on the agenda for the council's vote.

In Scenario 2, the city administrator is acting as an intermediary, sharing information received from individual councilors with a quorum of the city council. Through the city administrator, the city council members are communicating with each other for the purpose of deliberating or deciding on the fee amount, setting the fee reduction at 10% and rejecting the proposal of a 5% increase. The city council's consideration of the competing proposals, their deliberations, and the decision reached on the fee reduction were done outside of a public meeting. In Scenario 2, the council appears to have engaged in prohibited serial communications.

8. May I attend town halls or neighborhood association meetings?

Answer: Generally, yes. Governing body members (individually or in groupings less than a quorum) can attend town halls or neighborhood association meetings where they may talk with their constituents and discuss matters within the governing body's jurisdiction. However, if a quorum of the governing body is present at the town hall or neighborhood association meeting and the topic to be discussed is a matter within the governing body's jurisdiction, then the governing body would need to hold the gathering as a public meeting and satisfy all of the Public Meetings Law requirements (public notice, accessibility and accommodations, minutes or recordings, etc.).

9. May I discuss nonsubstantive matters such as scheduling with other members of the governing body?

Answer: Yes. Communications that are nonsubstantive in nature, such as communications relating to scheduling, leaves of absence and other similar matters, are not subject to the Public Meetings Law.

10. Can prohibited serial communications occur during a public meeting?

Answer: Yes. During a public meeting, if members of the governing body communicate with each other via text message, group chat, email, or even hand-written notes, and those communications involve a matter within the governing body's jurisdiction and are for the purpose of deliberating or deciding on that matter, then prohibited serial communications are likely to have occurred, unless all of these communications were shared publicly during the public meeting.

11. How may the governing body correct a prohibited serial communications violation?

Answer: If members of a governing body realize that they may have engaged in prohibited serial communications, the best practice would be to schedule a public meeting at which the governing body publicly shares its past prohibited serial communications. For example, at the public meeting the governing body could present the emails or texts or repeat the communications and conversations previously held. At the same time, the governing body should consider and communicate how it will prevent similar violations from occurring in the future, such as by obtaining additional training.

Such a corrective action may not prevent someone from filing a grievance and submitting a complaint with the Oregon Government Ethics Commission (OGECE), but it would be a factor considered by OGECE in evaluating the case and in determining the appropriate penalties or sanctions.

12. What are the penalties if prohibited serial communications occur?

Answer: Engaging in prohibited serial communications violates the Public Meetings Law. If someone were to file a complaint with OGECE, after having satisfied the mandatory grievance process in ORS 192.705, and if OGECE were to find a violation, it could impose sanctions against each governing body member found to have participated in the prohibited serial communications. The sanctions for a violation range from a Letter of Education to a civil penalty in an amount up to \$1,000 per violation.

**** OGECE may supplement these FAQs with additional questions and answers. Please contact our office at mail@ogec.oregon.gov or 503-378-5105 with questions.**

CHAPTER 133: OFFENSES AGAINST PROPERTY

Section

<i>Property</i>	<i>Offenses Relating to</i>
133.01	Trespass
133.02	Violating privacy of another
133.03	Mischief
133.04	Theft

<i>Offenses</i>	<i>Street and Sidewalk</i>
133.15	Obstruction of building entrances
133.16	Open cellar doors or grates
133.17	Obstruction of fire hydrants
133.18	Vending goods on streets or sidewalks
133.19	Vending food on streets or sidewalks
133.20	Obstruction of streets and sidewalks

No person other than a peace officer performing a lawful duty shall enter upon land or into a building used in whole or in part as a dwelling not his or her own without permission of the owner or person entitled to possession thereof and while so trespassing look through or attempt to look through a window, door or transom of the dwelling or that part of the building used as a dwelling with the intent to violate the privacy of any other person.
(Ord. 450, passed 7-27-1978) Penalty, see § 130.99

§ 133.03 MISCHIEF.

(A) No person shall, with intent to cause substantial inconvenience to the owner or to another person, and having no right to do so nor reasonable grounds to believe that he or she has the right, tamper or interfere with property of another.

(B) No person shall, while having no right to do so nor reasonable grounds to believe that he or she has the right, intentionally damage property of another or recklessly damage property of another.
(Ord. 450, passed 7-27-1978) Penalty, see § 130.99

OFFENSES RELATING TO PROPERTY

§ 133.01 TRESPASS.

No person shall enter or remain unlawfully in or upon premises.
(Ord. 450, passed 7-27-1978) Penalty, see § 130.99

§ 133.02 VIOLATING PRIVACY OF ANOTHER.

The Oregon Criminal Code of 1971, O.R.S. 164.015 to 164.135, as now or hereafter constituted, is adopted by reference and made a part of this chapter, save and except the penalty provisions.
(Ord. 495, passed 8-28-1980)

STREET AND SIDEWALK OFFENSES

§ 133.15 OBSTRUCTION OF BUILDING ENTRANCES.

No person shall obstruct any entrance to any building or loiter unnecessarily about or near any entrance, stairway or hall leading to any building. (Ord. 450, passed 7-27-1978) Penalty, see § 130.99

§ 133.16 OPEN CELLAR DOORS OR GRATES.

No owner or person in charge of property shall permit a cellar door or grate located in or upon a sidewalk or public pathway to remain open except when the entrance is being used and, when being used, there are adequate safeguards for pedestrians using the sidewalk. (Ord. 450, passed 7-27-1978) Penalty, see § 130.99

§ 133.17 OBSTRUCTION OF FIRE HYDRANTS.

No owner of property adjacent to a street upon which is located a fire hydrant shall place or maintain within 8 feet of the fire hydrant any bush, shrub or tree or other obstruction. (Ord. 450, passed 7-27-1978) Penalty, see § 130.99

§ 133.18 VENDING GOODS ON STREETS OR SIDEWALKS.

No person shall use or occupy any portion of a street or sidewalk for the purpose of vending goods, wares or merchandise by public outcry or otherwise, unless a license has first been obtained. (Ord. 450, passed 7-27-1978) Penalty, see § 130.99

§ 133.19 VENDING FOOD ON STREETS OR SIDEWALKS.

No person shall place or display upon the street or sidewalk any food for sale that is less than 18 inches above the street or sidewalk upon which it is placed or displayed. (Ord. 450, passed 7-27-1978) Penalty, see § 130.99

§ 133.20 OBSTRUCTION OF STREETS AND SIDEWALKS.

(A) Except as otherwise permitted by ordinance, no person shall obstruct, cause to be obstructed or assist in obstructing vehicular or pedestrian traffic on a street or public sidewalk.

(B) The provisions of this section shall not apply to the delivery of merchandise or equipment, provided the owner or person in charge of the merchandise or equipment on the property abutting on the street or public sidewalk upon which the merchandise or equipment is located removes the merchandise or equipment within a reasonable time. (Ord. 450, passed 7-27-1978) Penalty, see § 130.99




VOLUNTEER WORK DAY

AUGUST 15TH 8:00 AM

***Oaken Hills Park @ 3rd and E Street
Willamina, OR***

Calling all volunteers to assist in placing bark dust
and river rock. We'd appreciate your help!

Volunteers encouraged to bring their own tools if able.

 (503) 876-2242

 willaminaoregon.gov

The City of Willamina is an equal opportunity employer and provider

Library July 2025 Monthly Report, Sarah Frost, Library Director

Highlights:

July remained consistently engaging and busy for our library team. We had a majority of our programming this month, including The Amazing Bubble Man, Mo Philips, the Museum of Natural & Cultural History, and the Oregon Coast Aquarium. We saw another increase in library patron visits, and we continue to feed community youth.

Our library also received another generous donation, this time from Church at the Park. They provided us with blankets, hygiene kits and essentials, socks, and other items for our pantry.

As we head into August, we will slow down our programming. We will be bringing on a new Library Clerk, Dannielle McKeever. Sarah will take 2 weeks off, August 9-22. We will also launch our Bambu Labs 3D Printer project.

Library Patron Visits: 717

*this does not include programs held outside operational hours and/or that are held off-site at the park or for outreach.

Number of Library Pantry uses: 56

Youth Fed: 104

Programs Held: 21

Attendance: 282

Book Club (monthly)

Fiber Enthusiasts (monthly)

Toastmasters (twice monthly)

Book Publishing Workshop (twice monthly)

Scavenger Hunt (passive)

Steam Kits (passive)

Road Trip (passive)

Art Club (monthly)

WES Summer School Field Trips

Summer Splash Series (summer-weekly)

Game Night (summer-monthly)

Youth Comic Workshop (limited series)

Junior Book Club (summer-limited series)

Stargazing (summer-monthly)

Movie Night (summer-monthly)

The Amazing Bubble Man (summer-performer)

Mo Philips (summer-performer)

Museum of Natural & Cultural History- Power Play for the Planet (summer)

Oregon Coast Aquarium- Art of Conservation (summer)

Circulation: 1251

Self Checkout Circ: 21

*number of item checkouts and renewals

Hold Item Pull: 1057

*number of items pulled from our shelves to fill holds within CCRLS

*CCRLS: Chemeketa Cooperative Library Service

Volunteer Hours: 55+ hours

*includes in-house library volunteers, library board, fundraising committee, and friends

Love Our Library (a Friends of the Library organization: 93-3612754)

501c3 Friends of the Library Board is scheduled to meet on the first Tuesday at 6:30 PM. -

Recess in August due to National Night Out.

Next L.O.L. Fundraising Committee meeting: Saturday, September 13, 3:00 PM to begin planning for the 2nd annual Murder Mystery FUNdraiser event!

Become a friend at lolwillamina.org

Library Board:

The Library Board is recessed for July and August. They will hold their next regular meeting on September 16, in person at the library, via Zoom, and live-stream on YouTube.

Meeting minutes are available upon request. Recordings are also available on YouTube at <https://www.youtube.com/@willaminalibrary>.

```
Includes metered services
Customer Type.Customer type = "Municipal"
[Report].Action <>"beginning"
Customer.Final bill date is null
```

Meter ID	Description	Action	Date	Register Title	Reading	Usage	Multiplier	Ext Usage	Information Code
City of Willamina - E St. Pump Station - 453 NE E St.									
22074024	Water - Met	WATER Period Meter	07/15/2025	Reading	3,863	0	1.0000	0	
Total 1:								0	
CITY OF WILLAMINA - OLD DEPARTMENT STO - 115 NW MAIN ST									
21174093	Water - Met	WATER Period Meter	07/15/2025	Reading	3,053	83	1.0000	83	
Total 1:								83	
City of Willamina (old public works) - 220 NW MAIN ST									
21174209	Water - Met	WATER Period Meter	07/15/2025	Reading	0	0	1.0000	0	
Total 1:								0	
CITY OF WILLAMINA CITY HALL - 411 NE C ST									
21174236	Water - Met	WATER Period Meter	07/15/2025	Reading	37,083	2,513	1.0000	2,513	
Total 1:								2,513	
CITY OF WILLAMINA -OAKEN H PARK BATHROOM - 408 NE 3RD ST									
22074026	Water - Met	WATER Period Meter	07/15/2025	Reading	81	2	1.0000	2	
Total 1:								2	
Willamina Museum - 188 NE D ST									
21173693	Water - Met	WATER Period Meter	07/15/2025	Reading	5,254	1,099	1.0000	1,099	
Total 1:								1,099	
Willamina Public Library - 382 NE C STREET									
21173831	Water - Met	WATER Period Meter	07/15/2025	Reading	14,770	230	1.0000	230	
Total 1:								230	
Grand Totals:								3,927	

Report Criteria:

- Includes metered services
- Customer Type.Customer type = "Municipal"
- [Report].Action <>"beginning"
- Customer.Final bill date is null



Planning Report

07/01/2025 - 07/31/2025

Planning Applications Submitted

Main Status	Permit Date	City Permit #	Permit #	Permit Type	Project Type
Complete	7/11/2025	FENCE 25-05	250050	FENCE	Other
Approved	7/10/2025	EP 25-05	250049	Event Permit	Mud Drags

JULY 2025 OVERVIEW:

- Received, logged, and Validated planning applications.
- Ensured all required documentation are complete before forwarding to planning officers.
- Maintain and update planning registers and databases.
- Received public inquiries related to planning applications, zoning, and development procedures.
- Provided guidance on basic planning procedures, referring to complex matters to senior staff.
- Coordinate communication between planning officers, developers, the public, and other departments.
- Filed, scanned, and archived planning documents in line with data protection and record retention policies.
- Assisted in compiling reports and documentation for planners and decision-makers.
- Ensured applications are processed in accordance with statutory timeframes and planning regulations.
- Generated reports on application volumes, timelines, and trends for internal use.

SEP-Special Event Permit

BCA – Building Compliance Application

HOA – Home Occupation Application

NCU-Non Conforming Use

PAR – Partition

SUB – Subdivision

WDC – Willamina Development Code

EP-Event Permit

WILLAMINA CFS

July 2025

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNP-25-020655		306, 322	2	CIVIL PAPER	LAW	NE 1ST ST	WILLAMINA	7/23/2025 12:08
MNS-25-015795		317	1	BEHAVIORAL HEALTH CONCERN	LAW	Nw Highlands Lp	WILLAMINA	7/1/2025 0:43
MNS-25-015827		342	1	911 HANG UP OPEN LINE	LAW	Nw 1st St	WILLAMINA	7/1/2025 9:57
MNS-25-015840		307, 330, 342	2	MISCELLANEOUS ARREST	LAW	Sw Cherry Av	WILLAMINA	7/1/2025 12:16
MNS-25-015854		342	4	FOLLOW UP	LAW	Sw Cherry Av	WILLAMINA	7/1/2025 15:10
MNS-25-015922	25YC1711	320	2	SEX CRIME MISC	LAW	Se Washington St	WILLAMINA	7/2/2025 9:39
MNS-25-015935		320	4	DETAIL	LAW	Ne Main St / Ne E St	WILLAMINA	7/2/2025 10:49
MNS-25-015938	25YC1712	312, 320, 342, G105, GRT	1	SUICIDAL	LAW	Nw Highlands Lp	WILLAMINA	7/2/2025 11:47
MNS-25-015988		317	2	SEX CRIME MISC	LAW	SE WASHINGTON ST	WILLAMINA	7/2/2025 18:11
MNS-25-015996		319	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/2/2025 19:46
MNS-25-016008		319	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/2/2025 21:48
MNS-25-016017		317	1	SUICIDAL	LAW	NE MAIN ST	WILLAMINA	7/3/2025 3:13
MNS-25-016018			1	MEDICAL ASSIST	LAW	Sw James St	WILLAMINA	7/3/2025 3:16
MNS-25-016027		332	2	CIVIL COMPLAINT	LAW	Sw Fir St	WILLAMINA	7/3/2025 7:37
MNS-25-016079		320	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/3/2025 16:47
MNS-25-016081		320	6	INFORMATION MISC	LAW	Ne Yamhill St	WILLAMINA	7/3/2025 16:56
MNS-25-016108		320, 323	2	BURGLARY ATTEMPT	LAW	Sw Barber Ave	WILLAMINA	7/3/2025 22:43
MNS-25-016118		305, 323	1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	7/4/2025 0:12
MNS-25-016122		323	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/4/2025 0:53
MNS-25-016131		323	1	WELFARE CHECK	LAW	Sw Hill Dr	WILLAMINA	7/4/2025 3:08
MNS-25-016136		332, INFO5	1	RECKLESS DRIVER	LAW	Ne Main St	WILLAMINA	7/4/2025 8:25
MNS-25-016156		306, 332	4	DETAIL	LAW	Se Washington St	WILLAMINA	7/4/2025 13:50
MNS-25-016159		300, 305, 782	4	DETAIL	LAW	Ne C St	WILLAMINA	7/4/2025 14:47
MNS-25-016166		332	3	TRAFFIC STOP	LAW	Se Main St / Se Barber Ave	WILLAMINA	7/4/2025 15:46
MNS-25-016167		332	3	TRAFFIC STOP	LAW	Nw Main St	WILLAMINA	7/4/2025 15:52
MNS-25-016168	25YC1734	332	1	WELFARE CHECK	LAW	NE 3RD ST	WILLAMINA	7/4/2025 15:58
MNS-25-016175	25YC1736	305, 320	1	TRF COLLISION W/INJURIES	LAW	Nw Main St	WILLAMINA	7/4/2025 18:58
MNS-25-016181	25YC1735	305, 320, 327, 339	1	DRIVING UNDER INFLUENCE	LAW	Se Barber Ave	WILLAMINA	7/4/2025 19:24

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MNS-25-016192		320	1	WELFARE CHECK	LAW	Nw Willamina Dr	WILLAMINA	7/4/2025 21:13
MNS-25-016205		320	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/4/2025 22:32
MNS-25-016208		320	2	SUSPICIOUS	LAW	Ne Yamhill St	WILLAMINA	7/4/2025 23:26
MNS-25-016215		305, 315, 323	1	CRIMINAL MISCHIEF NOW	LAW	Sw Cherry Av	WILLAMINA	7/5/2025 0:47
MNS-25-016218		315	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/5/2025 1:04
MNS-25-016234		305	4	FOLLOW UP	LAW	Sw Cherry Av	WILLAMINA	7/5/2025 5:33
MNS-25-016247		332	1	INTOXICATED PERSON	LAW	Ne Main St	WILLAMINA	7/5/2025 14:02
MNS-25-016294		320	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/5/2025 22:36
MNS-25-016306		342	1	DISTURBANCE	LAW	Ne Main St	WILLAMINA	7/6/2025 7:05
MNS-25-016313	25YC1751	342	1	DRIVING WHILE SUSPENDED	LAW	Hwy 18b / Sw Hill Dr	WILLAMINA	7/6/2025 9:56
MNS-25-016338		342	4	FOLLOW UP	LAW	Nw Pacific Hills Dr	WILLAMINA	7/6/2025 15:57
MNS-25-016345		342	1	TRF COLLISION NON INJ	LAW	Sw Ponderosa Dr	WILLAMINA	7/6/2025 17:15
MNS-25-016351		317	2	HARASSMENT	LAW	Sw Fir St	WILLAMINA	7/6/2025 19:00
MNS-25-016360		314, 317	1	SUICIDAL	LAW	Ne 1st St	WILLAMINA	7/6/2025 19:54
MNS-25-016371		YCPWK	6	INFORMATION MISC	LAW	Se Main St / Se Ivy St	WILLAMINA	7/6/2025 22:17
MNS-25-016425		342	2	HARASSMENT	LAW	Se Polk St	WILLAMINA	7/7/2025 15:25
MNS-25-016439		PCTY2	1	CUSTODIAL INTERFERENCE NOW	LAW	Sw Polk St	WILLAMINA	7/7/2025 19:04
MNS-25-016470		330, 342	2	SUSPICIOUS	LAW	NE YAMHILL ST	WILLAMINA	7/8/2025 10:03
MNS-25-016503		312	1	TRESPASS NOW	LAW	Nw Main St	WILLAMINA	7/8/2025 16:06
MNS-25-016507		312, 342	2	THEFT	LAW	Sw Barber Av	WILLAMINA	7/8/2025 16:37
MNS-25-016518		317	2	TRESPASS	LAW	Se Lamson St	WILLAMINA	7/8/2025 18:24
MNS-25-016537		317	1	WELFARE CHECK	LAW	Ne 1st St	WILLAMINA	7/8/2025 20:34
MNS-25-016540		317	3	TRAFFIC STOP	LAW	Ne Main St / Ne E St	WILLAMINA	7/8/2025 21:06
MNS-25-016584		312	4	FOLLOW UP	LAW	Sw Maple St	WILLAMINA	7/9/2025 12:41
MNS-25-016607		339	4	FOLLOW UP	LAW	Se Barber Ave	WILLAMINA	7/9/2025 16:54
MNS-25-016633		305, 346	2	SUSPICIOUS	LAW	Ne E St	WILLAMINA	7/9/2025 21:41
MNS-25-016636		305	3	TRAFFIC STOP	LAW	Ne Main St / Ne D St	WILLAMINA	7/9/2025 22:03
MNS-25-016646		305	1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	7/10/2025 1:07
MNS-25-016649		305, 346	1	ALARM AUDIBLE	LAW	Se Washington St	WILLAMINA	7/10/2025 2:46
MNS-25-016668		306, 321, 332	1	TRESPASS NOW	LAW	Ne Main St	WILLAMINA	7/10/2025 9:14

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MNS-25-016701		306	2	BURGLARY	LAW	Ne Oaken Hills Dr	WILLAMINA	7/10/2025 12:42
MNS-25-016707	25YC1798	316	4	DHS	LAW	Sw Hill Dr	WILLAMINA	7/10/2025 13:48
MNS-25-016725		306, 332, 343, INFO	2	ASSIST OUTSIDE AGENCY	LAW	Ne 3rd St	WILLAMINA	7/10/2025 15:53
MNS-25-016740	25YC1804	346	2	ANIMAL BITE	LAW	NE MAIN ST	WILLAMINA	7/10/2025 17:43
MNS-25-016753		327	6	INFORMATION MISC	LAW	Ne Main St	WILLAMINA	7/10/2025 20:16
MNS-25-016754		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 4th St	WILLAMINA	7/10/2025 20:37
MNS-25-016786		332	3	TRAFFIC STOP	LAW	Se Main St / Se Lamson St	WILLAMINA	7/11/2025 9:47
MNS-25-016811		306, 332	2	ASSIST OUTSIDE AGENCY	LAW	Ne 1st St	WILLAMINA	7/11/2025 13:54
MNS-25-016889		342	2	ANIMAL NUISANCE	LAW	Nw Highlands Lp	WILLAMINA	7/12/2025 10:12
MNS-25-016906		342	2	THEFT	LAW	Nw Main St	WILLAMINA	7/12/2025 15:02
MNS-25-016929		303	6	INFORMATION MISC	LAW	Ne 5th St	WILLAMINA	7/12/2025 19:19
MNS-25-016980		342	2	ANIMAL ABUSE	LAW	Ne Oaken Hills Dr	WILLAMINA	7/13/2025 7:46
MNS-25-017024	25YC1837	317	2	THEFT	LAW	NE OAKEN HILLS DR	WILLAMINA	7/13/2025 18:53
MNS-25-017029			2	ANIMAL NUISANCE	LAW	Ne Main St	WILLAMINA	7/13/2025 19:47
MNS-25-017064		307, 342, GRT	2	ASSIST OUTSIDE AGENCY	LAW	Sw Walnut St	WILLAMINA	7/14/2025 9:48
MNS-25-017078		342	2	HARASSMENT	LAW	Sw Fir St	WILLAMINA	7/14/2025 12:39
MNS-25-017109		342	1	DISTURBANCE	LAW	Ne Main St	WILLAMINA	7/14/2025 17:45
MNS-25-017118	25YC1841	317	1	TRF COLLISION NON INJ	LAW	Sw James St / Sw Cherry Av	WILLAMINA	7/14/2025 20:37
MNS-25-017146		306	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/15/2025 10:01
MNS-25-017228		332	4	FOLLOW UP	LAW	Ne 3rd St	WILLAMINA	7/16/2025 9:16
MNS-25-017235	25YC1860	344	4	DHS	LAW	Ne 5th St	WILLAMINA	7/16/2025 10:40
MNS-25-017238		306, 332	2	CRIMINAL MISCHIEF	LAW	Se Main St	WILLAMINA	7/16/2025 11:01
MNS-25-017245		306	2	CIVIL COMPLAINT	LAW	Sw Hill Dr	WILLAMINA	7/16/2025 12:00
MNS-25-017284		320	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/16/2025 18:44
MNS-25-017285		320	2	CIVIL PAPER	LAW	Sw Walnut St	WILLAMINA	7/16/2025 19:44
MNS-25-017290		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/16/2025 21:10
MNS-25-017294		320, 343	1	911 HANG UP OPEN LINE	LAW	Sw Cedar Al	WILLAMINA	7/16/2025 21:56
MNS-25-017296		343	2	SUSPICIOUS	LAW	Ne Main St / Ne C St	WILLAMINA	7/16/2025 22:26
MNS-25-017297		320	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/16/2025 22:31
MNS-25-017299		320	2	AREA CHECK	LAW	Se Washington St	WILLAMINA	7/16/2025 22:45

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MNS-25-017302		320	2	AREA CHECK	LAW	NE MAIN ST	WILLAMINA	7/16/2025 23:29
MNS-25-017372		YCOM	4	REPOSSESSED VEHICLE	LAW	Sw Ponderosa Dr	WILLAMINA	7/17/2025 19:28
MNS-25-017374		320	2	ANIMAL NUISANCE	LAW	Nw Main St	WILLAMINA	7/17/2025 20:13
MNS-25-017378		320, 343	3	FIELD INVESTIGATION	LAW	Ne Main St	WILLAMINA	7/17/2025 21:07
MNS-25-017385		320	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/17/2025 23:05
MNS-25-017386		320	2	AREA CHECK	LAW	Se Washington St	WILLAMINA	7/17/2025 23:16
MNS-25-017387		320	3	FIELD INVESTIGATION	LAW	Ne Main St / N B St	WILLAMINA	7/17/2025 23:23
MNS-25-017395		343	1	ALARM AUDIBLE	LAW	NE MAIN ST	WILLAMINA	7/18/2025 0:36
MNS-25-017456		320	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/18/2025 16:09
MNS-25-017462		320	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/18/2025 18:27
MNS-25-017479		317, COS2	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne C St	WILLAMINA	7/18/2025 22:16
MNS-25-017493		317	1	WELFARE CHECK	LAW	Ne Yamhill St	WILLAMINA	7/19/2025 2:52
MNS-25-017528		334, 342	1	DISTURBANCE	LAW	Ne Oaken Hills Dr	WILLAMINA	7/19/2025 15:24
MNS-25-017537		334, 343	2	CIVIL PAPER	LAW	Sw Hill Dr	WILLAMINA	7/19/2025 18:02
MNS-25-017548		317	2	CIVIL PAPER	LAW	Sw Pine St	WILLAMINA	7/19/2025 20:00
MNS-25-017564		334	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/19/2025 22:49
MNS-25-017592		342	1	WELFARE CHECK	LAW	Ne 3rd St	WILLAMINA	7/20/2025 13:15
MNS-25-017601		342	4	FOLLOW UP	LAW	Ne 3rd St	WILLAMINA	7/20/2025 16:45
MNS-25-017605		317	6	INFORMATION MISC	LAW	NE 1ST ST	WILLAMINA	7/20/2025 18:50
MNS-25-017611		317	1	WELFARE CHECK	LAW	Ne Main St	WILLAMINA	7/20/2025 20:11
MNS-25-017631		317	1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	7/21/2025 1:10
MNS-25-017632			1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	7/21/2025 1:15
MNS-25-017641	25YC1905	332	2	THEFT	LAW	Ne Yamhill St / Ne E St	WILLAMINA	7/21/2025 7:42
MNS-25-017701		323	2	ANIMAL ABUSE	LAW	Sw Ash St	WILLAMINA	7/21/2025 19:36
MNS-25-017715		YCOM	4	REPOSSESSED VEHICLE	LAW	Sw James St	WILLAMINA	7/22/2025 3:03
MNS-25-017736			1	911 HANG UP OPEN LINE	LAW	Ne Main St	WILLAMINA	7/22/2025 9:32
MNS-25-017772		320, 323	2	CIVIL PAPER	LAW	Sw Hill Dr	WILLAMINA	7/22/2025 15:21
MNS-25-017788			4	FOLLOW UP	LAW	Sw Hill Dr	WILLAMINA	7/22/2025 18:30
MNS-25-017792			2	TRAFFIC COMP MISC	LAW	Ne Oaken Hills Dr / Ne 3rd St	WILLAMINA	7/22/2025 20:29
MNS-25-017794	25YC1921	305, 323	1	ASSAULT NOW	LAW	Sw Lamson St / Se Main St	WILLAMINA	7/22/2025 21:22
MNS-25-017797		320, 323	2	CIVIL PAPER	LAW	Sw Hill Dr	WILLAMINA	7/22/2025 22:25

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MNS-25-017798		323	6	INFORMATION MISC	LAW	Ne C St	WILLAMINA	7/22/2025 22:33
MNS-25-017843		306, 322	1	BEHAVIORAL HEALTH CONCERN	LAW	N B ST / NE 1ST ST	WILLAMINA	7/23/2025 10:53
MNS-25-017846		306, 322	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	7/23/2025 11:07
MNS-25-017847		338	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/23/2025 11:11
MNS-25-017854		322, 338	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/23/2025 12:02
MNS-25-017861		312	2	CIVIL COMPLAINT	LAW	Se Lamson St	WILLAMINA	7/23/2025 12:56
MNS-25-017879		334	4	DETAIL	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/23/2025 18:09
MNS-25-017882		334	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/23/2025 18:16
MNS-25-017887		334	3	TRAFFIC STOP	LAW	Ne Main St / Ne E St	WILLAMINA	7/23/2025 18:38
MNS-25-017890		334	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/23/2025 18:51
MNS-25-017907		334	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	7/23/2025 23:19
MNS-25-017916		323	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/24/2025 0:57
MNS-25-017921		323, 346	1	DISTURBANCE	LAW	NW MAIN ST	WILLAMINA	7/24/2025 3:48
MNS-25-017969	25YC1944	316	4	DHS	LAW	Sw Polk St	WILLAMINA	7/24/2025 14:09
MNS-25-017972	25YC1947	316	4	DHS	LAW	Nw Pacific Hills Dr	WILLAMINA	7/24/2025 14:10
MNS-25-017975		COS5	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 3rd St	WILLAMINA	7/24/2025 14:23
MNS-25-017996		322, 334, 342, 343	1	DOMESTIC NOW	LAW	Sw Pioneer Dr	WILLAMINA	7/24/2025 16:52
MNS-25-018001		334	2	TRAFFIC COMP MISC	LAW	Ne 3rd St	WILLAMINA	7/24/2025 17:31
MNS-25-018019		334, 343	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/24/2025 21:02
MNS-25-018021		343	3	TRAFFIC STOP	LAW	blk Ne Main St	WILLAMINA	7/24/2025 21:08
MNS-25-018029		334	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/24/2025 21:43
MNS-25-018035		317, 334	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	7/24/2025 22:14
MNS-25-018036		334	2	RESTRAINING ORDER VIOL	LAW	Ne 1st St	WILLAMINA	7/24/2025 22:18
MNS-25-018048		317	2	CIVIL PAPER	LAW	Ne 4th Pl	WILLAMINA	7/25/2025 0:31
MNS-25-018092		322, 334, 343	1	WELFARE CHECK	LAW	Nw Main St	WILLAMINA	7/25/2025 16:48
MNS-25-018098		334	6	INFORMATION MISC	LAW	Se Lamson St	WILLAMINA	7/25/2025 17:24
MNS-25-018127		334	2	AREA CHECK	LAW	Ne Oaken Hills Dr	WILLAMINA	7/25/2025 22:14
MNS-25-018137		334	1	WEAPONS COMPLAINT	LAW	Sw Barber Ave / Sw Ash St	WILLAMINA	7/25/2025 23:47
MNS-25-018161		342	2	CIVIL COMPLAINT	LAW	Nw 3rd St	WILLAMINA	7/26/2025 8:38
MNS-25-018175		322	3	TRAFFIC STOP	LAW	Ne Main St / Ne D St	WILLAMINA	7/26/2025 12:40

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MNS-25-018186		334, 342	1	WELFARE CHECK	LAW	Sw Bales Av	WILLAMINA	7/26/2025 14:56
MNS-25-018214		334	2	NOISE	LAW	Sw Barber Av	WILLAMINA	7/26/2025 18:46
MNS-25-018225		334	4	DETAIL	LAW	Ne Main St	WILLAMINA	7/26/2025 20:26
MNS-25-018243		334	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/26/2025 22:47
MNS-25-018257			1	911 HANG UP OPEN LINE	LAW	Sw Pine St	WILLAMINA	7/27/2025 2:44
MNS-25-018291		326	3	FIELD INVESTIGATION	LAW	NE MAIN ST	WILLAMINA	7/27/2025 15:04
MNS-25-018325		306	2	HARASSMENT	LAW	Sw Ivy St / Sw Willow Ln	WILLAMINA	7/28/2025 9:25
MNS-25-018328		306	2	ANIMAL NUISANCE	LAW	NW HIGHLANDS LOOP / NW 6TH ST	WILLAMINA	7/28/2025 10:53
MNS-25-018358			1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/28/2025 18:11
MNS-25-018372		305, 323	2	SUSPICIOUS	LAW	Ne 5th St	WILLAMINA	7/28/2025 23:29
MNS-25-018379		323, 346	1	DOMESTIC NOW	LAW	Ne 1st St	WILLAMINA	7/29/2025 3:17
MNS-25-018430	25YC1983	305, 323	2	MISCELLANEOUS ARREST	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/29/2025 16:29
MNS-25-018435		323	2	HARASSMENT	LAW	Ne Main St	WILLAMINA	7/29/2025 17:37
MNS-25-018445		323	2	NOISE	LAW	Ne C St	WILLAMINA	7/29/2025 22:02
MNS-25-018489	25YC1988	334	2	CRIMINAL MISCHIEF	LAW	Ne 3rd St	WILLAMINA	7/30/2025 16:53
MNS-25-018505		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/30/2025 20:23
MNS-25-018512		343	3	TRAFFIC STOP	LAW	Se Main St / Se Barber Ave	WILLAMINA	7/30/2025 22:29
MNS-25-018515		303, 315, 317, 318, 319, 329, 334, 337, 343, 8021, G113	1	DISTURBANCE	LAW	NW HOPE CT	WILLAMINA	7/30/2025 22:57
MNS-25-018529		322	3	FIELD INVESTIGATION	LAW	Ne Main St / Ne C St	WILLAMINA	7/31/2025 8:52
MNS-25-018565		322, 334	2	THEFT	LAW	Nw Main St	WILLAMINA	7/31/2025 15:38
MNS-25-018595		334	2	CIVIL PAPER	LAW	Nw Highlands Lp	WILLAMINA	7/31/2025 20:57
MNS-25-018596		334	2	AREA CHECK	LAW	Ne Oaken Hills Dr	WILLAMINA	7/31/2025 21:13
MNS-25-018602		334, 343	1	DISTURBANCE	LAW	Sw Pioneer Dr	WILLAMINA	7/31/2025 22:13
YMP-25-000931		332	2	SUSPICIOUS	LAW	NE MAIN ST	WILLAMINA	7/21/2025 10:27

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MNP-24-018398		317, 343	1	UNKNOWN PROBLEM	LAW	N B ST	WILLAMINA	7/5/2024 1:24
MNS-24-016808		342	2	SUSPICIOUS	LAW	Ne 5th St	WILLAMINA	7/2/2024 0:56
MNS-24-016810		342, COS	6	INFORMATION MISC	LAW	Ne 5th St	WILLAMINA	7/2/2024 3:07
MNS-24-016827		323	1	DISTURBANCE	LAW	Ne Main St	WILLAMINA	7/2/2024 9:14
MNS-24-016843		340	3	TRAFFIC STOP	LAW	SW LAMSON ST	WILLAMINA	7/2/2024 12:15
MNS-24-016851		340	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	7/2/2024 13:59
MNS-24-016866		340	2	CIVIL PAPER	LAW	Se Main St	WILLAMINA	7/2/2024 16:10
MNS-24-016867	24YC1928	340	2	THEFT	LAW	Ne Main St	WILLAMINA	7/2/2024 16:09
MNS-24-016869		322	3	TRAFFIC STOP	LAW	Ne Oaken Hills Dr / Ne 3rd St	WILLAMINA	7/2/2024 16:21
MNS-24-016870		340	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/2/2024 16:21
MNS-24-016874		322, 340	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/2/2024 16:34
MNS-24-016876		322	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/2/2024 16:40
MNS-24-016882		322	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/2/2024 17:07
MNS-24-016908	24YC1932	317	2	THEFT	LAW	NE MAIN ST	WILLAMINA	7/3/2024 2:21
MNS-24-016911		315	2	AREA CHECK	LAW	Se Washington St	WILLAMINA	7/3/2024 4:54
MNS-24-016948		340	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/3/2024 13:02
MNS-24-016950		340	3	TRAFFIC STOP	LAW	NE MAIN ST / NE D ST	WILLAMINA	7/3/2024 13:17
MNS-24-016958		340	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/3/2024 13:58
MNS-24-016962		340	2	CIVIL PAPER	LAW	Nw Highlands Lp	WILLAMINA	7/3/2024 14:21
		314, 317, 330, 334,						
MNS-24-016981	24YC1942	339, 340	1	ASSAULT NOW	LAW	Ne Oaken Hills Dr	WILLAMINA	7/3/2024 16:43
MNS-24-016987		339	1	RECKLESS DRIVER	LAW	NE MAIN ST	WILLAMINA	7/3/2024 17:11
MNS-24-016991		334	4	DETAIL	LAW	Ne Main St / Ne D St	WILLAMINA	7/3/2024 17:58
MNS-24-016992		334	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/3/2024 18:01
		314, 317, 334						
MNS-24-016993		334	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/3/2024 18:12
MNS-24-017044		323	2	BURGLARY	LAW	Nw Main St	WILLAMINA	7/4/2024 8:13
MNS-24-017052			1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	7/4/2024 9:21
MNS-24-017087			2	CUSTODIAL INTERFERENCE	LAW	Ne 3rd St	WILLAMINA	7/4/2024 16:23
		319, 334, 339						
MNS-24-017093		339	4	DETAIL	LAW	Ne Main St	WILLAMINA	7/4/2024 17:13

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MNS-24-017097		334	1	TRF COLLISION NON INJ	LAW	Nw Main St	WILLAMINA	7/4/2024 17:58
MNS-24-017103		334	2	CIVIL PAPER	LAW	Se Main St	WILLAMINA	7/4/2024 19:21
MNS-24-017105		334	4	ASSIST PUBLIC	LAW	Ne Main St	WILLAMINA	7/4/2024 19:22
MNS-24-017113		317, 334	2	FOUND CHILD	LAW	Ne 1st St	WILLAMINA	7/4/2024 20:15
MNS-24-017127		317	2	AREA CHECK	LAW	Se Washington St	WILLAMINA	7/4/2024 21:29
MNS-24-017132		317	3	TRAFFIC STOP	LAW	Sw Oak St / Sw Barber Ave	WILLAMINA	7/4/2024 21:54
MNS-24-017141		334	2	TRESPASS	LAW	Ne Main St	WILLAMINA	7/4/2024 22:39
MNS-24-017144		334	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/4/2024 22:56
MNS-24-017147			1	DISTURBANCE	LAW	Sw Oak St	WILLAMINA	7/4/2024 23:02
MNS-24-017148		334	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/4/2024 23:13
MNS-24-017154		334	1	DRIVING UNDER INFLUENCE	LAW	Ne Main St	WILLAMINA	7/4/2024 23:43
MNS-24-017155		334	1	INTOXICATED PERSON	LAW	SE WASHINGTON ST	WILLAMINA	7/4/2024 23:53
MNS-24-017177		322	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/5/2024 8:56
MNS-24-017179		322	2	SUSPICIOUS	LAW	Ne C St	WILLAMINA	7/5/2024 9:03
MNS-24-017200		322	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/5/2024 14:19
MNS-24-017248		319, 342	1	FIGHT NOW	LAW	Sw Conastoga St	WILLAMINA	7/5/2024 22:22
MNS-24-017295		303	2	ANIMAL ABUSE	LAW	Ne Main St	WILLAMINA	7/6/2024 12:24
MNS-24-017300		322	2	ASSIST OUTSIDE AGENCY	LAW	NW MAIN ST	WILLAMINA	7/6/2024 13:24
MNS-24-017336		342	2	CIVIL PAPER	LAW	Sw Branson St	WILLAMINA	7/6/2024 21:09
MNS-24-017337		342	2	CIVIL PAPER	LAW	Se Main St	WILLAMINA	7/6/2024 21:14
MNS-24-017362		341, 342	1	MEDICAL ASSIST	LAW	Sw Hill Dr	WILLAMINA	7/7/2024 3:02
MNS-24-017373		322, 328	1	911 HANG UP OPEN LINE	LAW	SE POLK ST	WILLAMINA	7/7/2024 8:40
MNS-24-017378		322	3	TRAFFIC STOP	LAW	Ne Main St / Ne E St	WILLAMINA	7/7/2024 9:11
MNS-24-017391		322	1	WELFARE CHECK	LAW	Ne 3rd St	WILLAMINA	7/7/2024 12:32
MNS-24-017396		322	2	ASSIST OUTSIDE AGENCY	LAW	NW PACIFIC HILLS DR	WILLAMINA	7/7/2024 13:53
MNS-24-017397		322	2	SUSPICIOUS	LAW	Nw 4th St / Nw Churchman St	WILLAMINA	7/7/2024 13:59
MNS-24-017399	24YC1986	322	2	ANIMAL NUISANCE	LAW	SW BRANSON ST	WILLAMINA	7/7/2024 14:06
MNS-24-017402		322	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/7/2024 15:23
MNS-24-017403		322	2	ANIMAL NUISANCE	LAW	Sw Branson St	WILLAMINA	7/7/2024 15:24
MNS-24-017420			2	ANIMAL ABUSE	LAW	Ne Yamhill St	WILLAMINA	7/7/2024 18:30
MNS-24-017423		342	2	CIVIL PAPER	LAW	Sw Branson St	WILLAMINA	7/7/2024 18:56
MNS-24-017424		342	2	CUSTODIAL INTERFERENCE	LAW	Ne 5th St	WILLAMINA	7/7/2024 19:01

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MNS-24-017430		342	2	HARASSMENT	LAW	Nw Main St	WILLAMINA	7/7/2024 19:42
MNS-24-017434		314, 342	1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	7/7/2024 20:18
MNS-24-017498		317	2	CRIMINAL MISCHIEF	LAW	Ne 3rd St	WILLAMINA	7/8/2024 17:18
MNS-24-017505	24YC1992	314, 317	1	DOMESTIC NOW	LAW	Ne 4th St	WILLAMINA	7/8/2024 20:43
MNS-24-017513		317	1	WELFARE CHECK	LAW	Sw Hill Dr	WILLAMINA	7/8/2024 22:20
MNS-24-017521		317	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/9/2024 3:26
MNS-24-017526		317	1	ALARM AUDIBLE	LAW	Se Washington St	WILLAMINA	7/9/2024 5:28
MNS-24-017607		317	2	CIVIL PAPER	LAW	Ne 3rd St	WILLAMINA	7/9/2024 19:41
MNS-24-017608		317	2	CIVIL PAPER	LAW	Nw Willamina Dr	WILLAMINA	7/9/2024 19:47
MNS-24-017609		317	2	CIVIL PAPER	LAW	Nw Churchman St	WILLAMINA	7/9/2024 19:50
MNS-24-017684		340	2	CIVIL PAPER	LAW	Se Main St	WILLAMINA	7/10/2024 16:50
MNS-24-017705		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/10/2024 19:35
MNS-24-017707		334	2	TRAFFIC COMP MISC	LAW	Nw 5th St / Nw Churchman St	WILLAMINA	7/10/2024 19:48
MNS-24-017719		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/10/2024 23:07
MNS-24-017723		334	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/10/2024 23:35
MNS-24-017740		YCOM	4	REPOSSESSED VEHICLE	LAW	Sw Pioneer Dr	WILLAMINA	7/11/2024 4:00
MNS-24-017752		322	3	TRAFFIC STOP	LAW	Ne Main St / Ne E St	WILLAMINA	7/11/2024 7:58
MNS-24-017753		322	3	TRAFFIC STOP	LAW	Ne Main St / Ne E St	WILLAMINA	7/11/2024 8:11
MNS-24-017754		322	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/11/2024 8:47
MNS-24-017778		334	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	7/11/2024 11:56
MNS-24-017789		334	4	DETAIL	LAW	Ne Main St / Ne C St	WILLAMINA	7/11/2024 13:16
MNS-24-017822		334	2	TRAFFIC COMP MISC	LAW	Nw Churchman St / Nw 5th St	WILLAMINA	7/11/2024 17:16
MNS-24-017829		342	2	RUNAWAY	LAW	Nw Pacific Hills Dr	WILLAMINA	7/11/2024 18:52
MNS-24-017835		310	4	ASSIST PUBLIC	LAW	Ne 1st St	WILLAMINA	7/11/2024 19:55
MNS-24-017870		322	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/12/2024 8:23
MNS-24-017879		322	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	7/12/2024 9:51
MNS-24-017881		322	3	TRAFFIC STOP	LAW	Se Main St / Se Lamson St	WILLAMINA	7/12/2024 10:06
MNS-24-017916		307	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/12/2024 14:22
MNS-24-017931		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/12/2024 16:13
MNS-24-017944		334	2	CIVIL PAPER	LAW	Nw Highlands Lp	WILLAMINA	7/12/2024 17:12
MNS-24-017949		334	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/12/2024 17:28
MNS-24-017976		334	3	FIELD INVESTIGATION	LAW	Ne Main St	WILLAMINA	7/12/2024 20:02

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MNS-24-017995		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/12/2024 22:40
MNS-24-018019		342	2	SUSPICIOUS	LAW	Ne C St / Ne 2nd St	WILLAMINA	7/13/2024 2:10
MNS-24-018020		342	1	WARRANT SERVICE	LAW	Ne 5th St	WILLAMINA	7/13/2024 2:44
MNS-24-018030		322	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/13/2024 7:21
MNS-24-018033	24YC2045	322, INFO	1	PURSUIT	LAW	Ne 3rd St / Ne E St	WILLAMINA	7/13/2024 7:29
MNS-24-018049		322	1	DISTURBANCE	LAW	Se Main St	WILLAMINA	7/13/2024 12:31
MNS-24-018052		334	2	TRAFFIC COMP MISC	LAW	Nw Churchman St / Nw 5th St	WILLAMINA	7/13/2024 13:34
MNS-24-018063		INFO	6	INFORMATION MISC	LAW	Nw Churchman St / Nw 5th St	WILLAMINA	7/13/2024 15:29
		334, 342,						
MNS-24-018098		COS	1	SUICIDAL	LAW	Nw Highlands Lp	WILLAMINA	7/13/2024 21:02
MNS-24-018113		334	4	EXTRA PATROL	LAW	Ne Oaken Hills Dr	WILLAMINA	7/13/2024 23:43
MNS-24-018125		COS3	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne Oaken Hills Dr	WILLAMINA	7/14/2024 0:58
MNS-24-018128		342	2	SUSPICIOUS	LAW	Sw Cherry Av	WILLAMINA	7/14/2024 1:49
MNS-24-018146		340	2	ANIMAL ABUSE	LAW	Nw Main St	WILLAMINA	7/14/2024 11:53
MNS-24-018147	24YC2056	323, 340	1	SUICIDAL	LAW	Nw Hope Ct	WILLAMINA	7/14/2024 12:04
MNS-24-018180		340	4	FOLLOW UP	LAW	Ne Main St	WILLAMINA	7/14/2024 19:08
MNS-24-018187		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/14/2024 20:43
MNS-24-018199		COS	6	INFORMATION MISC	LAW	Ne 5th St	WILLAMINA	7/15/2024 3:15
MNS-24-018202		323	2	SUSPICIOUS	LAW	NE MAIN ST	WILLAMINA	7/15/2024 6:51
MNS-24-018221		340, COS2	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/15/2024 11:31
MNS-24-018226	24YC2076	340	2	SEX CRIME MISC	LAW	Ne C St	WILLAMINA	7/15/2024 12:00
MNS-24-018262		340	2	THEFT	LAW	Ne Main St	WILLAMINA	7/15/2024 17:34
MNS-24-018272		340	4	FOLLOW UP	LAW	Sw Pioneer Dr	WILLAMINA	7/15/2024 19:01
MNS-24-018284		314	1	DISTURBANCE	LAW	SW BARBER AV	WILLAMINA	7/15/2024 21:19
MNS-24-018292		COS	2	SUSPICIOUS	LAW	Ne 5th St	WILLAMINA	7/16/2024 0:14
MNS-24-018297		317	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/16/2024 5:13
MNS-24-018312		340	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/16/2024 10:53
MNS-24-018356			2	DOMESTIC	LAW	Sw Barber Av	WILLAMINA	7/16/2024 19:29
MNS-24-018378		322	2	HARASSMENT	LAW	Ne 5th St	WILLAMINA	7/17/2024 6:42
MNS-24-018388		340	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/17/2024 9:42

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MNS-24-018391	24YC2101	307, 322	2	TRAFFIC HAZARD	LAW	Ne 3rd St	WILLAMINA	7/17/2024 10:24
MNS-24-018392			1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/17/2024 10:34
MNS-24-018406		322, 340	4	DETAIL	LAW	Ne Main St	WILLAMINA	7/17/2024 13:31
MNS-24-018436		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/17/2024 17:30
MNS-24-018472		334	2	AREA CHECK	LAW	NE YAMHILL ST	WILLAMINA	7/18/2024 0:19
MNS-24-018491		322	1	WELFARE CHECK	LAW	Ne 3rd St	WILLAMINA	7/18/2024 8:53
MNS-24-018498		324	2	SUSPICIOUS	LAW	Ne C St	WILLAMINA	7/18/2024 10:43
MNS-24-018502		322	1	WEAPONS COMPLAINT	LAW	Ne Water St	WILLAMINA	7/18/2024 12:30
MNS-24-018511		324	2	HARASSMENT	LAW	Ne Yamhill St	WILLAMINA	7/18/2024 14:07
MNS-24-018525		334	2	HARASSMENT	LAW	Sw Ponderosa Dr	WILLAMINA	7/18/2024 16:04
MNS-24-018527		334	6	INFORMATION MISC	LAW	Ne Yamhill St	WILLAMINA	7/18/2024 16:04
MNS-24-018531		322, 334	4	CAMPING ORDINANCE	LAW	Ne E St	WILLAMINA	7/18/2024 16:13
MNS-24-018537		334	2	ANIMAL BITE	LAW	Ne Main St	WILLAMINA	7/18/2024 16:52
MNS-24-018548		334	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	7/18/2024 18:34
MNS-24-018551		334	3	FIELD INVESTIGATION	LAW	Ne Main St	WILLAMINA	7/18/2024 18:56
MNS-24-018553		334	3	FIELD INVESTIGATION	LAW	Nw Main St	WILLAMINA	7/18/2024 19:00
MNS-24-018558		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/18/2024 19:24
MNS-24-018575		342	3	FIELD INVESTIGATION	LAW	Ne E St / Ne Yamhill St	WILLAMINA	7/18/2024 22:16
MNS-24-018617		338	4	FOLLOW UP	LAW	Ne Main St	WILLAMINA	7/19/2024 9:51
MNS-24-018629		324	2	SUSPICIOUS	LAW	Sw Hill Dr	WILLAMINA	7/19/2024 12:33
MNS-24-018634		334	4	FOLLOW UP	LAW	NE MAIN ST	WILLAMINA	7/19/2024 13:31
MNS-24-018646		334	4	FOLLOW UP	LAW	Ne E St	WILLAMINA	7/19/2024 16:18
MNS-24-018657		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/19/2024 17:30
MNS-24-018671		334	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/19/2024 19:24
MNS-24-018676		334, 342	4	ASSIST PUBLIC	LAW	Ne 1st St	WILLAMINA	7/19/2024 20:08
MNS-24-018690	24YC2123	342	2	THEFT	LAW	Ne C St	WILLAMINA	7/20/2024 0:05
MNS-24-018691		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/20/2024 0:13
MNS-24-018701		314	2	NOISE	LAW	Sw Ash St	WILLAMINA	7/20/2024 6:23
MNS-24-018714		323	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/20/2024 12:30
MNS-24-018746		334	2	CIVIL PAPER	LAW	Sw Pioneer Dr	WILLAMINA	7/20/2024 19:41
MNS-24-018749		334	2	AREA CHECK	LAW	Ne Oaken Hills Dr	WILLAMINA	7/20/2024 19:55
MNS-24-018764		COS2	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/20/2024 21:40

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MNS-24-018779		317, 334	2	SUSPICIOUS	LAW	Ne Yamhill St	WILLAMINA	7/20/2024 23:03
MNS-24-018785		317, 334	1	DISTURBANCE	LAW	Ne 5th St	WILLAMINA	7/20/2024 23:44
MNS-24-018802		340	2	HARASSMENT	LAW	N B St	WILLAMINA	7/21/2024 9:43
MNS-24-018840		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/21/2024 21:33
MNS-24-018868		340	3	FIELD INVESTIGATION	LAW	Ne 1st St	WILLAMINA	7/22/2024 11:36
MNS-24-018884		340, COS2	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/22/2024 13:53
MNS-24-018899		340	4	ORDINANCE	LAW	Nw 6th St	WILLAMINA	7/22/2024 16:41
MNS-24-018901		340	2	NOISE	LAW	Ne 1st St	WILLAMINA	7/22/2024 17:12
MNS-24-018950		334	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/23/2024 8:46
MNS-24-018956		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/23/2024 9:58
MNS-24-018959		334	4	DETAIL	LAW	Ne Main St / Ne D St	WILLAMINA	7/23/2024 10:44
MNS-24-018975		334	2	CIVIL PAPER	LAW	Ne C St	WILLAMINA	7/23/2024 13:56
MNS-24-018980		334	2	AREA CHECK	LAW	Ne Oaken Hills Dr / Ne 3rd St	WILLAMINA	7/23/2024 14:25
MNS-24-018998		334	2	AREA CHECK	LAW	Ne Oaken Hills Dr	WILLAMINA	7/23/2024 16:17
MNS-24-019004		334	2	CIVIL PAPER	LAW	Sw Pioneer Dr	WILLAMINA	7/23/2024 16:50
MNS-24-019006		334, COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/23/2024 16:57
MNS-24-019014		342	1	ALARM AUDIBLE	LAW	Se Washington St	WILLAMINA	7/23/2024 19:26
MNS-24-019017		342	6	INFORMATION MISC	LAW	Se Washington St	WILLAMINA	7/23/2024 19:46
MNS-24-019028		342	2	SUSPICIOUS	LAW	Ne Yamhill St	WILLAMINA	7/23/2024 21:46
MNS-24-019048		342, G114	1	DOMESTIC NOW	LAW	Ne 1st St	WILLAMINA	7/24/2024 5:06
MNS-24-019049		322	3	TRAFFIC STOP	LAW	Ne Oaken Hills Dr / Ne 4th Pl	WILLAMINA	7/24/2024 7:10
MNS-24-019056		322	2	CIVIL PAPER	LAW	Sw Pioneer Dr	WILLAMINA	7/24/2024 8:58
MNS-24-019066		313, 316	4	FOLLOW UP	LAW	Sw Barber Av	WILLAMINA	7/24/2024 10:41
MNS-24-019075		334, COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/24/2024 12:36
MNS-24-019087		334	4	FOLLOW UP	LAW	Ne Main St	WILLAMINA	7/24/2024 14:09
MNS-24-019097		334	1	DOMESTIC NOW	LAW	Ne 1st St	WILLAMINA	7/24/2024 15:56
MNS-24-019104		334, COS2	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/24/2024 17:23
MNS-24-019112		314	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	7/24/2024 17:57
MNS-24-019113		334	4	EXTRA PATROL	LAW	Ne Oaken Hills Dr	WILLAMINA	7/24/2024 17:59

City of Willamina
July 2024

<u>Incident</u>	<u>Case Numbers</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
MNS-24-019114		334	4	FOLLOW UP	LAW	N B St	WILLAMINA	7/24/2024 18:08
MNS-24-019120		334	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	7/24/2024 19:19
MNS-24-019158	24YC2165	307	2	FOUND CHILD	LAW	NE 2ND ST	WILLAMINA	7/25/2024 9:21
MNS-24-019165		324	4	FOLLOW UP	LAW	N B St	WILLAMINA	7/25/2024 9:56
MNS-24-019182		334	4	FOLLOW UP	LAW	SW BARBER AVE	WILLAMINA	7/25/2024 15:25
MNS-24-019201		334	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/25/2024 19:21
MNS-24-019217		334	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	7/26/2024 0:05
MNS-24-019225		342	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/26/2024 2:01
MNS-24-019238	24YC2174	316	4	DHS	LAW	Nw Hope Ct	WILLAMINA	7/26/2024 6:59
MNS-24-019242		314	2	CIVIL PAPER	LAW	Ne 1st St	WILLAMINA	7/26/2024 9:47
MNS-24-019310			1	ALARM AUDIBLE	LAW	Ne C St	WILLAMINA	7/26/2024 21:41
MNS-24-019323		334	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/26/2024 23:34
MNS-24-019328		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/27/2024 3:05
MNS-24-019333			1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/27/2024 3:52
		BCAST,						
MNS-24-019354		OSP	1	DRIVING UNDER INFLUENCE	LAW	Nw Main St	WILLAMINA	7/27/2024 14:24
MNS-24-019359	24YC2189	314	2	MISCELLANEOUS ARREST	LAW	Ne 5th St	WILLAMINA	7/27/2024 14:49
MNS-24-019388		317, 339	1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	7/27/2024 20:39
MNS-24-019393		317, 339	2	MISCELLANEOUS ARREST	LAW	Ne Main St	WILLAMINA	7/27/2024 21:07
MNS-24-019397		317	1	WELFARE CHECK	LAW	Se Main St	WILLAMINA	7/27/2024 21:20
MNS-24-019442		314	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/28/2024 13:43
MNS-24-019449		314	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/28/2024 16:01
MNS-24-019456		COS	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/28/2024 17:35
MNS-24-019464			1	BEHAVIORAL HEALTH CONCERN	LAW	Ne 5th St	WILLAMINA	7/28/2024 20:53
MNS-24-019480		332, G114	2	SUSPICIOUS	LAW	Ne D St	WILLAMINA	7/29/2024 2:49
MNS-24-019510		322, 340	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	7/29/2024 13:22
MNS-24-019514		338	2	HARASSMENT	LAW	Ne Yamhill St	WILLAMINA	7/29/2024 14:13
MNS-24-019528		340	2	ANIMAL NUISANCE	LAW	Sw Pioneer Dr	WILLAMINA	7/29/2024 16:07
MNS-24-019557		314, 342	2	CIVIL PAPER	LAW	Ne 5th St	WILLAMINA	7/29/2024 20:46
MNS-24-019630		340	1	WARRANT SERVICE	LAW	Ne Main St	WILLAMINA	7/30/2024 16:59

City of Willamina
July 2024

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
		314, 340,						
MNS-24-019641	24YC2223	342	1	TRF COLLISION NON INJ	LAW	Ne 1st St	WILLAMINA	7/30/2024 19:26
MNS-24-019665		322	1	WELFARE CHECK	LAW	Ne 1st St	WILLAMINA	7/31/2024 7:29
MNS-24-019681		324	4	FOLLOW UP	LAW	Sw Hill Dr	WILLAMINA	7/31/2024 9:55
MNS-24-019710	24YC2232	316	4	DHS	LAW	Se Ivy St	WILLAMINA	7/31/2024 15:34
MNS-24-019717		322	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	7/31/2024 16:38
MNS-24-019730		340	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne Main St	WILLAMINA	7/31/2024 18:23
MNS-24-019731		340	1	BEHAVIORAL HEALTH CONCERN	LAW	Ne Main St	WILLAMINA	7/31/2024 18:28
218	15			TOTALS				

July 2025 CODE ENFORCEMENT DAILY LOG

DATE	Location	Code Enforcement	Concern	Correction	Follow-up
8/17/25	NE 3RD ST		BLACKBERRY BUSHES GROWING OVER THE FENCE	WHET BY TO LOOK AT THIS PROPERTY AND THE BLACKBERRY BUSHES HAVE FULLY ENGULFED THE BACK YARD AND GROWING OVER THE FENCE AND INTO THE NEIGHBORS YARD. YOU CAN SEE ALL THIS FROM THE ROAD/SIDEWALK AREA GOING BY THE PROPERTY. I CALLED AND LEFT A MESSAGE WITH THE PROPERTY OWNER TO CALL ME BACK	THIS IS A CONTINUE FROM JUNE 6/24/25 I WENT BY AND HUNG A DOOR HANGER ON THIS PROPERTY. I HAVE HAD NO RESPONSE FROM THE PHONE CALL. 7/1/25 I CALLED THE NUMBER LISTED AGAIN AND LEFT A MESSAGE TO HAVE THE PROPERTY OWNER REACH OUT TO ME. 7/2/25 THE PROPERTY OWNER CALLED AND LEFT ME A MESSAGE AND I CALLED HER BACK. SHE IS GETTING PRICE QUOTES ON THE COST OF CLEANING UP HER BACK YARD AND I WILL CALL HER BACK ON WED 7/9/25 @10 AM FOR UPDATE ON THE YARD. THE PROPERTY OWNER HAD CALLED FOR QUOTE TO HAVE YARD DONE AND THEY ARE COMING FROM HUBBARD. I GAVE HER A LOCAL PERSON TO CALL FOR PRICE QUOTE TO SEE IF IT WOULD BE CHEAPER TO HAVE HIM DO THE CLEAN UP. WAITING FOR A CALL BACK FROM HER AND IF I DON'T HEAR FROM HER THAN I WILL ASSUME SHE IS HAVING THE OTHER COMPANY COME IN FOR THE CLEANUP. 7/22/25 THIS PROPERTY HAS BEEN CLEANED UP FROM ALL THE BLACKBERRY BUSHES. NOTHING FURTHER.
6/24/75	C ST	CODE ENFORCEMENT	YARD DEBRIS AND TRASH ON PROPERTY	WENT AND TALKED TO THE PROPERTY OWNER ABOUT THE PILES OF GARBAGE AND DEBRIS IN HIS YARD. HE JUST HAD CAPAL TUNNEL SURGERY SO HE HASN'T DONE ANY WORK OUTSIDE AND HE HAS NO GARBAGE SERVICE EITHER. I ASKED HIM TO HAVE SOMETHING DONE BY MONDAY 6/30/25 SO I WILL MEET WITH HIM AGAIN @ 1 PM TO SEE HIS PROGRESS ON PROPERTY.	THIS IS A CONTINUE FROM JUNE 6/30/25 I WENT BY TO SEE HIM BUT HE NEVER ANSWERED DOOR SO I TOOK UPDATED PICTURES OF THE PROGRESS HE HAS MADE ON THE PROPERTY. I WILL GO SEE IF HE WILL ANSWER THE DOOR ON 7/1/25
6/24/25	FIRST ST	CODE ENFORCEMENT	LOTS OF DEBRIS AND OLD MATTRESSES ON PROPERTY	THERE IS A LOT OF SCRAP MATTRESSES, GARBAGE AND TALL GRASS ON THIS PART OF THE PROPERTY. I TALKED WITH THE PROPERTY OWNERS ABOUT ALL THIS ON THE BACK SIDE OF THE PROPERTY AND THEY SAID THAT PEOPLE HAVE BEEN DUMPING STUFF OUT THERE AND THEY DON'T KNOW WHAT TO DO ABOUT THE SITUATION. I LET THEM KNOW UNFORTUNATLY WITH IT BEING THEIR PROPERTY IT IS THEIR RESPONSIBILITY TO CLEAN IT UP AND I SUGGESTED THAT THEY TALK WITH OUR PLANNING DEPARTMENT ON MOVING THEIR FENCE BACK TO SECURE THEIR ENTIRE PROPERTY AND HOPEFULLY THAT WOULD ELIMINATE PEOPLE TAKING ADVANTAGE OF THIS BEING AN OPEN AND UNMONITORED AREA. I WILL CHECK BACK WITH THEM ON MONDAY 6/30/25 @1:30 TO SEE THE PROGRESS ON CLEANING UP THIS AREA	THIS HAS BEEN MOVED TO THE MONTH OF JULY FOR CLEAN UP FOLLOW UP 7/7/25 THE PROPERTY OWNER TEXT AND SAID HUSBAND OUTTA TOWN AND THAT THEY WILL WORK ON GETTING THE YARD DEBRIS PICKED UP THIS WEEK OR THE WEEKEND. I'M ALSO WAITING TO HEAR FROM THE SCRAPPER WITH THE BUSY 4TH EVERYONE OUT OF TOWN.

July 2025 CODE ENFORCEMENT DAILY LOG

DATE	Location	Code Enforcement	Concern	Correction	Follow-up
6/24-25/25	SW IVY ST		BLACKBERRY BUSHES GROWING OVER FENCE FROM CEMETARY	THE PROPERTY OWNER IS CONCERNED ABOUT ALL THE BLACKBERRY BUSHES THAT ARE GROWING THROUGH THE FENCE OVER ONTO HER SIDE FROM THE CEMETARY AREA. THIS AREA IS SUPPOSE TO BE MAINTAIN BY A PERSON THE CITY CONTRACTS WITH AND THERE IS CONCERN ON THE UPKEEP OF THE CEMETARY. PICTURES WERE SENT OVER VIA EMAIL FROM CONCERNED PROPERTY OWNER AND HAS ALSO BEEN BROUGHT TO THE CITY MANAGERS ATTENTION TO GET THIS STRAIGHTENED OUT. WILL GIVE UPDATE WHEN I FIND OUT A SOLUTION GOING FORWARD WITH THIS.	THIS HAS BEEN MOVED TO THE MONTH OF JULY FOR CLEAN UP FOLLOW UP. 7/1/25 GOT AN EMAIL ASKING FOR UPDATE ON THE DEBRIS REMOVAL. I WILL ASK BRIDGET FOR UPDATE TODAY. 7/14/25 I WAS INFORMED TODAY THAT WE HAD SOME OF THE CEMETARY CLEARED UP BY THE FENCE AND BLACKBERRY BUSHES CUT BACK. I KNOW WE NEED TO HAVE MORE CLEANED UP AND THE GARBAGE PICKED UP. WAITING TO HEAR BACK FROM CITY MANAGER ON WHAT NEEDS TO BE DONE NEXT 7/22/25 TALKED TO BRIDGET AND SHE ASKED IF THE CITY COULD GO IN AND FINISH DOING CLEAN UP
6/26/25	5TH ST HILL DR		LOTS OF BLACKBERRY BUSHES AND CUT BRANCHES AND YARD DEBRIS EVERYWHERE MESS ON THE PROPERTY AND DEAD CARS	I WENT BY AND TALKED TO THE LITTLE OLD LADY WHO LIVES AT THIS RESIDENT ABOUT THE CLEAN UP OF ALL THE BUSHES AND YARD DEBRIS THAT IS ON THE PROPERTY. I HAD TALKED TO ERIC AND THE LADY BACK IN MARCH ABOUT CUTTING THE BLACKBERRY BUSHES AWAY FROM THE WATER METER AND SO THEY DID THAT AND I HAD TALKED TO THEM ABOUT GETTING ALL THE YARD CLEANED UP. I GAVE THEM A DOOR HANGER TODAY TO START THE CLEAN UP PROCESS. THE CITY ALSO SENT OUT LETTERS TO EVERYONE LETTING THEM KNOW THAT WE NEED TO GET PROPERTIES CLEANED UP FIRE SEASON IS UPON US. THIS RESIDENT WAS ALSO UPSET THAT THE NEIGHBOR NEXT DOOR HAD PUT A SIGN OUT THAT THEY NEED TO SPRAY THEIR WEEDS AND SHE DIDN'T LIKE IT AND SAID THAT SHE FELT IT WAS RUDE. I LET HER KNOW HER NEIGHBOR CAN HAVE THAT SIGN OUT AND THAT SHE DOES HAVE FREEDOM OF SPEECH AND THAT HER YARD WENT BY AND TALKED TO THE PROPERTY OWNER AND WE WENT OVER SOME STUFF THAT NEEDS ADDRESSED AND CLEANED UP. I WILL GO BACK ON 7/15/25 FOR A UPDATE ON THE PROGRESS OF CLEAN UP AND REMOVAL OF A FORD RANGER.	THIS HAS BEEN MOVED TO THE MONTH OF JULY FOR CLEAN UP FOLLOW UP. 6/30/25 GOT A CALL FROM THE PROPERTY OWNER ON THE CLEAN UP PROCESS AND HE INFORMED ME THAT THE YEAR WAS WRONG ON THE DOOR HANGER SO I ISSUED HIM A NEW ONE SO WE WILL HAVE A FOLLOW UP ON 7/10/25 TO SEE WHERE THEY ARE AT ON CLEAN UP. THE PROPERTY OWNER REQUESTED THAT I ONLY TALK WITH HIM AS HIS MOM IS NOT THE PROPERTY OWNER SHE JUST LIVES THERE SO I WILL ONLY SPEAK WITH HIM ABOUT THE PROPERTY. HE WAS UPSET WITH ME WHEN I WENT BACK UP TO GIVE THE UPDATED DOOR HANGER AND DID NOT COME OUT TO TALK TO ME SO I JUST HUNG IT ON THE DOOR AND INFORMED HIS MOTHER WHO WAS WAITING FOR ME OUTSIDE THAT HE HAD REQUESTED THAT I ONLY SPEAK TO HIM ABOUT THE PROPERTY CLEAN UP. 7/10/25 WENT UP TO DO UPDATED PICTURES ON THE PROPERTY TODAY. THE PROPERTY OWNER WAS NOT HOME SO HIS MOM CAME OUT TO TALK WITH ME. I JUST UPDATED THE PICTURES AND SOME PROGRESS HAS BEEN MADE ON THIS PROPERTY. I ASKED HIS MOM TO PLEASE HAVE HIM CALL ME ON MONDAY 7/14/25. SO WE CAN UPDATE ON NEXT VISIT OF THE PROPERTY AND GO OVER WHAT ELSE NEEDS TO BE DONE. 7/22/25 WENT BY AND SEEN THERE HAS BEEN SOME STUFF CUT DOWN AND WILL CHECK BACK IN ON 7/23/25
7/1/25				THE PROPERTY OWNER HAD A TREE CUT DOWN AND THEY LEFT THE TREE AND BRANCHES JUST LAYING IN THE PUBLIC STREET AND ON SIDEWALK THERE IS NO ACCESS TO THE SIDEWALK AT ALL AND I PUT CONES OUT FOR SAFETY SINCE THIS IS A HAZARD. HE SAID HE WOULD COME OUT LATER TODAY TO MOVE THE DEBRIS OFF THE ROAD AND THE SIDEWALK AREA. I WILL GO BACK UP TOMMORROW TO GET UPDATED PICTURES AND GRAB MY CONES.	7/2/25 WENT BY TO DO UPDATE ON THE PROPERTY. I WAS SUPPOSED TO GO ON 7/15/25 BUT WAS DOING OTHER THINGS AND NEVER MADE MY WAY UP TO THAT AREA. THE OWNER WAS GONE SO I WILL CHECK BACK IN.
7/1/25	NE 5TH ST		TREE AND BRANCHES IN STREET AND SIDEWALK		7/2/25 NOBODY SHOWED UP TO GET THE TREE BRANCHES OUT OF THE ROAD OR OFF THE SIDEWALK. 7/2/25 THE BRANCHES AND DEBRIS WAS PUSHED OFF THE ROAD AND UP INTO THE YARD AREA. NOTHING FURTHER ON THIS END.

July 2025 CODE ENFORCEMENT DAILY LOG

DATE	Location	Code Enforcement	Concern	Correction	Follow-up
7/1/25					
7/3/25-7/4/25	POLK ST		UTILITY POLE OVER ON ADAMS AND MAIN ST LEANING OVER	THE CALLER IS CONCERNED ABOUT THE UTILITY POLE THAT IS LEANING OVER ON ADAMS STREET. HE FEELS THAT THE POLE IS LEANING OVER FURTHER THAN HE REMEMBERS SEEING SO HE IS CONCERNED IT MAYBE ROTTING OR FALLING OVER. I WENT AND LOOKED AT THE POLE AND I SEE NO CRACKS OR LOOSE WIRES OR ANY STRAIN HOWEVER I ASKED JEFF BROWN OUR PUBLIC WORKS DIRECTOR TO PLEASE LOOK AT IT AND GIVE HIS OPINION HOWEVER THE POLE IS OR LOOKS TO BE ON A SLIGHT BANK AREA	7/1/25 TALKED TO JEFF BROWN ABOUT THE POLE AND ASKED HIM TO LOOK AT IT TO SEE IF HE HAD ANY CONCERNS WITH THE POLE. NOTHING FURTHER ON MY END HE SAID EVERYTHING LOOKS NORMAL TO HIM
7/7/25					OFF FOR HOLIDAY 4TH OF JULY
7/8/25	6TH ST				HELP COVER FRONT OFFICE MORNING
7/8/25	WILLAMINA DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION	THE FRONT AND SIDE YARD HAS TALL GRASS THAT NEEDS TO BE MOWED WILL REVISIT ON 7/17/25 FOR UPDATE	THIS PROPERTY HAS BEEN MOWED AS OF 7/15/25. NOTHING FURTHER ON MY END
7/8/25	PACIFIC HILLS DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION	THE FRONT AND SIDE YARD HAS TALL GRASS THAT NEEDS TO BE MOWED WILL REVISIT ON 7/17/25 FOR UPDATE	7/14/25 THE YARD HAS BEEN MOWED. NOTHING FURTHER ON MY END
7/8/25	PACIFIC HILLS DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION BEHIND FENCE	NEEDS TO MOW THIS PART OF THE PROPERTY. ITS BEHIND FENCE SO THEY JUST FORGET ITS THERE. WILL REVISIT ON 7/17/25	7/22/25 THE YARD HAS BEEN MOWED
7/8/25	PACIFIC HILLS DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION BEHIND FENCE	NEEDS TO MOW THIS PART OF THE PROPERTY. ITS BEHIND FENCE SO THEY JUST FORGET ITS THERE. WILL REVISIT ON 7/17/25	7/22/25 YARD HAS BEEN MOWED
7/8/25	PACIFIC HILLS DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION BEHIND FENCE	NEEDS TO MOW THIS PART OF THE PROPERTY. ITS BEHIND FENCE SO THEY JUST FORGET ITS THERE. WILL REVISIT ON 7/17/25	THE PROPERTY OWNER CALLED @ 1:25PM ON 7/8/25 TO ASK ABOUT THE BLACKBERRY BUSHES. HE DIDN'T KNOW THOSE WERE HIS TO TAKE CARE OF. HE SAID HE DOESN'T HAVE A WAY OF CUTTING THEM BACK. HE ALSO SAID HE HAD NO IDEA THAT HIS PROPERTY WENT BACK THAT FAR SO HE WILL CALL AND TALK WITH MICHELLE ABOUT FENCE PERMIT AND SEE IF HE COULD MOVE HIS FENCE BACK CLOSER TO THE ROAD TO HAVE MORE ACCESS TO THAT PART OF HIS PROPERTY. 7/22/25 THE AREA HAS BEEN MOWED
7/8/25	PACIFIC HILLS DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION BEHIND FENCE	NEEDS TO MOW THIS PART OF THE PROPERTY. ITS BEHIND FENCE SO THEY JUST FORGET ITS THERE. WILL REVISIT ON 7/17/25	7/22/25 THIS AREA HAS BEEN MOWED
7/8/25	PACIFIC HILLS DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION BEHIND FENCE	NEEDS TO MOW THIS PART OF THE PROPERTY. ITS BEHIND FENCE SO THEY JUST FORGET ITS THERE. WILL REVISIT ON 7/17/25	7/22/25 THIS AREA HAS BEEN MOWED
7/8/25	PACIFIC HILLS DR	CODE ENFORCEMENT	TALL GRASS/VEGETATION BEHIND FENCE	TALKED TO THE OWNER OF THE BIKE AND ASKED HIM TO NOT PARK HIS BIKE ON THE SIDEWALK IT NEEDS TO BE ACCESSABLE TO PEOPLE WALKING AND ADA. HE SAID HE WOULD MOVE IT. I WILL CHECK BACK ON 7/9/25 TO MAKE SURE ITS OFF OF SIDEWALK AREA	BIKE HAS BEEN REMOVED AND IS NEXT TO THE SIDEWALK AREA. NOTHING FURTHER ON MY END.
7/8/25	4TH PLACE		BLACK HARLEY DAVIDSON PARKED ON SIDEWALK OR LIC# M7 34408		

July 2025 CODE ENFORCEMENT DAILY LOG

DATE	Location	Code Enforcement	Concern	Correction	Follow-up
7/9/25			GIRL RIDING HORSE THRU TOWN HORSE POOPING AND DOGS NOT ON LEASH	CONCERNED PERSON CALLED AND LEFT MESSAGE ABOUT A GIRL WHO RIDES HER HORSE THROUGH TOWN AND HORSE POOPS AND SHE DOESN'T CLEAN UP THE MESS. ALSO SHE HAS 2 DOGS THAT ARE WITH HER AND THEY ARE NOT ON LEASHES AND SHE YELLS AT THE DOGS. I CALLED TO TALK TO THE CALLER HOWEVER SHE DIDN'T ANSWER SO I LEFT MESSAGE FOR HER TO CALL ME BACK	THE CALLER HAS CALLED ME BACK 7/9/25 AND WE TALKED ABOUT THE HORSE DEFECATING ON THE ROAD AREA AND HER DOGS NOT ON LEASHES AS SHE GOES THROUGH TOWN. THE GIRL ON HORSE IS YELLING AT PEOPLE AND DOGS IN THEIR YARDS AND CAUSING A COMMOTION WITH A RESIDENT. THEY ARE FRUSTRATED THAT HER DOGS ARE NOT LEASHED AND THAT SHE IS YELLING AT EVERYONE ELSE ABOUT THEIR DOGS COMING OUT BARKING AT HER HORSE AND DOGS AS SHE GOES BY. I WILL HAVE TO TRY AND LOCATE THE HORSE OWNER ON WHERE SHE LIVES AND HAVE A CONVERSATION WITH HER ABOUT THE DOGS AND THE HORSE DEFECATING ON THE STREETS AND SURROUNDING AREAS. I HAD TALKED TO HER ONCE BEFORE WHEN SHE WAS RIDING BY CITY HALL ABOUT RIDING DOWN AT THE POND AND HER HORSE DEFECATING AND ASKING HER TO PLEASE PICK IT UP AND SHE DIDN'T HAVE HER DOGS WITH HER AT THAT MOMENT.
7/9/25				I HAVE HUNG A TOTAL OF 3 DOOR HANGERS ON THIS PROPERTY FOR CLEAN UP AND HAVE SEEN LITTLE TO NO CHANGE ON CLEAN UP. THE RENTER OF THIS PROPERTY HAS NOT CONTACTED ME AT ALL SO NO COMMUNICATION AT ALL. I WILL CHECK BACK IN ON 7/21/25 IF NO CHANGES I WILL ISSUE A CITATION TO THE RENTER OF THIS PROPERTY.	7/14/25 TALKED TO THE RENTERS GIRLFRIEND TODAY AND WE TALKED ABOUT THE PROPERTY NEEDING CLEANED UP AND I HAD ASKED HER TO PLEASE HAVE HIM CALL ME TODAY SO THAT WE CAN DISCUSS THE PROPERTY CLEAN UP AND WORK ON CLEAN UP. 7/16/25 THE GIRLFRIEND SENT ME PICTURE OF CLEANING SOME OF THE AREA AND TRIMMED UP THE TREE THAT IS OUT ON THE SIDEWALK. I HAVE ANOTHER MEETING WITH THIS RESIDENT 7/24/25 TO GO OVER STEPS FOR NEXT PART OF CLEAN UP AND THEY ASKED FOR A SCRAPPER TO COME IN AND TAKE THE REFRIGERATOR OUT OF THE YARD. 7/28/25 WENT BY AND THEY HAVE STARTED THE CLEAN UP PROCESS. THE REFRIGERATOR HAS BEEN REMOVED AND THEY HAVE CLEARED UP SOME OF THE PORCH AREA. YARD CLEAN UP HAS HAPPEND AND MORE TO COME THIS UPCOMING WEEK. WILL CHECK BACK IN ON MONDAY 8/4/25 @11 AM
7/9/25	SW MAIN ST	CODE ENFORCEMENT	JUNK ON PROPERTY	I STOPPED TO TALK TO THE PROPERTY OWNER THAT WAS AT THIS ADDRESS TODAY. SHE NO LONGER LIVES THERE AS OF 1 YEAR AGO AND HER DAUGHTER WAS JUST KICKED OUT OF THIS RESIDENCE. SHE CAME HERE TO SEE THE CONDITION OF THE HOUSE AND TRY TO SELL IT AS IS. SHE WAS MEETING WITH A COMPANY THAT BUYS HOUSES AS IS AND SHE IS HOPING THAT SHE CAN SELL IT AND BE DONE WITH IT. I GAVE HER SOME INFORMATION ON TOWING THE VEHICLES OFF HER PROPERTY AND SHE WILL UPDATE ME ON HER PROGRESS ON TRYING TO SELL IT.	7/24/25 WILL CHECK IN TO SEE WHERE WE ARE AT ON THE SELL OF THIS PROPERTY AND THE CLEAN UP THAT NEEDS TO BE DONE. 7/29/25 THIS RESIDENCE HAS BEEN SOLD AND IN THE PROCESS OF CLOSING. NEW OWNERS WILL BE COMING IN AND CLEANING EVERYTHING UP.
7/9/25	SW HILL DR	CODE ENFORCEMENT	PROPERTY A MESS AND BROKEN DOWN VEHICLES	I GOT A FORMAL COMPLAINT TURNED IN ABOUT DUMPING SEWAGE INTO THE MAN HOLE FROM A TRAILER ON A PROPERTY. I WENT BY AND ASKED THE PERSON WHO HAD DONE THE DUMPING AND HE SAID YES HE DID THAT AND HE HAD NO IDEA HE COULDN'T DO THAT BECAUSE IT IS FOR SEWER. I WILL GET A HOLD OF THE PROPERTY OWNER AND TALK TO HIM ABOUT THIS SITUATION AND THE TRAILER THAT IS ON THE PROPERTY THAT WAS ONLY SUPPOSE TO BE THERE FOR A LITTLE WHILE AND IT HAS TURNED INTO A COUPLE MONTHS.	7/15/25 WENT OVER TO TALK WITH THE PROPERTY OWNER ABOUT THE WATER HOOK UP TO THE TRAILER AND NOTHING WAS HOOKED UP. THE SURROUNDING BUCKETS HAVE WATER IN THEM THAT HE WATERS THE PLANTS ARE IN THE SURROUNDING AREA AND TREES. HE DID SHOW ME JUST WATER IN THE BUCKETS. THE PERSON WHO OWNS THE TRAILER IS ACTUALLY STAYING IN THE HOUSE WITH THEM AND NOT IN THE TRAILER AT ALL. ON THE DUMPING PART I AM WAITING TO HEAR BACK FROM CITY MANAGER ON NEXT STEPS OF ACTION THAT NEEDS TO BE TAKEN.
7/14/25	LAMSON ST		DUMPING SEWAGE IN OUR MANHOLE FOR SEWER		

July 2025 CODE ENFORCEMENT DAILY LOG

DATE	Location	Code Enforcement	Concern	Correction	Follow-up
7/14/25				I TALKED TO THIS RESIDENT AND SHE IS CONCERNED ABOUT HER NEIGHBORS PROPERTY THAT HAS A LOT OF BLACKBERRY BUSHES GROWING OVER AND PUSHING ON HER FENCE THAT IS STARTING TO DAMAGE HER FENCE. I LET HER KNOW THAT I AM ALREADY WORKING ON THIS PROPERTY FROM A PREVIOUS COMPLAINT AND THAT THE PROPERTY OWNER HAS A COMPANY THAT IS SUPPOSED TO COME IN AND CLEAR OUT THE BLACKBERRY BUSHES AND GET IT ALL OUT. THE OWNER OF THE HOUSE ALSO STATED THAT THEY WERE GOING TO DO GUTTER CLEANING AND SOME OTHER SERVICES WHILE THEY ARE THERE CLEARING OUT THE OBNOXIOUS BLACKBERRY BUSHES.	WILL CHECK IN ON WEDNESDAY TO SEE IF THERE IS AN UPDATE TO ADD TO THIS COMPLAINT. 7/22/25 THE BLACKBERRY BUSHES HAVE BEEN CUT BY A COMPANY OUT OF HUBARD. NOTHING FURTHER
7/15/25					
7/21/25	NE 3RD ST		NEIGHBORS BLACKBERRY BUSHES PUSHING FENCE		HELP COVER FRONT OFFICE AND COURT TODAY
					VACATION DAY
7/22/25	CHURCHMAN/ 3RD	CODE ENFORCEMENT	ABANDONED VEHICLE VOLKSWAGON JETTA 1999 OR LIC # 015 FRL PARKED LONG PERIOD OF TIME ON STREET	TAGGED THIS VEHICLE LOOKS LIKE IT HAS BEEN SITTING FOR LONG PERIOD OF TIME. IF NOT MOVED I WILL TOW ON MONDAY MORNING 7/28/25	7/23/25 GOT A CALL ABOUT THIS VEHICLE THIS MORNING AND THEY ASKED FOR SOME TIME TO GET IT MOVED. I LET HIM KNOW THAT HE HAS TILL MONDAY 7/28/25 MORNING TO GET THE VEHICLE MOVED. HE LET ME KNOW HE IS GETTING A HOLD OF AAA TO SEE IF THEY WILL TOW IT OUT TO PROPERTY OUTSIDE THE CITY LIMITS. 7/28/25 THIS VEHICLE HAS BEEN TOWED ON 7/28/25 @ 11:30AM BY OK TOWING.
					7/28/25 THIS VEHICLE HAS BEEN REMOVED FROM THE PUBLIC STREET. NOTHING FURTHER ON MY END
7/22/25	4TH PLACE	CODE ENFORCEMENT	ABANDONED VEHICLE DODGE RAM 1500 NO PLATES VIN NUMBER # 3B7HF13Z1SH150846 PARKED ON STREET	THIS VEHICLE HAS BEEN PARKED FOR A LONG PERIOD OF TIME. IT HAD WOOD UNDER ITS TIRES TO HOLD IT IN PLACE SO IT DIDN'T ROLL DOWN HILL. THE FRONT BUMPER IS WRECKED. I TAGGED THIS VEHICLE FOR TOW ON MONDAY 7/28/25 IF NOT REMOVED FROM THE STREET.	7/28/25 THIS VEHICLE HAS BEEN REMOVED FROM THE PUBLIC STREET. NOTHING FURTHER ON MY END
7/22/25	ASH STREET		ABANDONED VEHICLE FORD F150 OR LIC # 931 HFV PARKED LONG PERIOD OF TIME	THIS VEHICLE HAS BEEN PARKED LONG PERIOD OF TIME DUE TO ALL THE DEBRIS ON THE VEHICLE AND BUILD UP UP PINE NEEDLES ON WINDSHIELD. I HAVE TAGGED THIS VEHICLE FOR TOW MONDAY 7/28/25 IF NOT REMOVED FROM THE STREET.	7/28/25 WENT BY AND THE OWNER OF THE VEHICLE HAD WASHED AND MOVED VEHICLE BACK BUT DID NOT REMOVE IT FROM THE ROAD WAY. I COULD OF TOWED THIS VEHICLE HOWEVER I WANTED TO MAKE SURE THEY WERE AWARE THAT I TAGGED THE VEHICLE IT NEEDED TO BE REMOVED FROM THE STREET. 7/29/25 I TALKED TO BRIDGET ABOUT THIS AND SHE AGREED THAT I TALK WITH THEM TO MAKE SURE THEY UNDERSTOOD THAT THE VEHICLE NEEDS TO BE REMOVED FROM THE STREET. THIS VEHICLE IS WRECKED AND HAS NOT BEEN MOVED FOR AWHILE. I WENT UP AND PUT A DOOR HANGER ON THE DOOR FOR THE VEHICLE OWNER TO CALL ME AND I ALSO TALKED TO ONE OF THE RESIDENTS THAT LIVES THERE AND HE SAID HE WOULD LET HER KNOW TO CALL ME. I LET HIM KNOW IF THE VEHICLE IS NOT PUT INTO THE DRIVEWAY AND OFF THE STREET THAN I WILL TOW THE VEHICLE.
					7/30/25 I WENT BY AND SEEN THAT THE CAR HAS BEEN REMOVED OFF THE STREET AND INTO THE DRIVEWAY. NOTHING FURTHER ON MY END.
7/22/25	ASH STREET		WRECKED ABANDONED VEHICLE CHEVY CAPTIVA OR LIC# 861 HGP PARKED LONG PERIOD OF TIME		

July 2025 CODE ENFORCEMENT DAILY LOG

DATE	Location	Code Enforcement	Concern	Correction	Follow-up
7/28/25	CEDAR ALLY		TREE IN ALLEY/ ACCESS ROAD AREA	A TREE HAD BEEN CUT DOWN FROM ASPLUNDH AND THE DEBRIS WAS LEFT IN THE ROAD/ALLEY WAY AREA. I CALLED AND TALKED TO PAUL FROM ASPLUNDH ABOUT THIS AND HE IS LOOKING INTO THE CALL AND TRYING TO FIND OUT WHO IF IT WAS THEM NEEDS TO CLEAN UP THE DEBRIS LEFT BEHIND. HE GAVE ME HIS NUMBER TO CALL IF I DONT HEAR FROM HIM AS HE IS INVESTIGATING AND PULLING FILES.	WAITING TO HEAR FROM ASPLUNDH ON WHAT THEY FIND IN THE FILES OF WHO WORKED ON THIS AREA.
7/30/25	NE C ST	CODE ENFORCEMENT	TALL GRASS ON BOARDWALK/ BACK FENCE TO STREET	ON THE BACK SIDE OF THIS PROPERTY THE TREE AND GRASS HAS GROWN OUT TOWARDS THE ROAD AND PARTIALLY BLOCKING THE STOP SIGN. I TALKED TO THE RENTER ABOUT CLEARING AND MOWING THIS AREA. SHE STATED THAT SHE IS TRYING TO GET A HEDGE TRIMMER AND CLEAN UP THAT AREA IN THE BACK AS SHE HAD JUST CLEANED UP THE SIDEWALK AREA BY THE ROAD. SHE STATED SHE WOULD HAVE IT HOPEFULLY DONE BY THIS WEEKEND. I WILL CHECK BACK MONDAY 8/4/25	
7/30/25					HELP COVER FRONT OFFICE 1/2 DAY
7/31/25					COVER FRONT OFFICE ALL DAY

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
16773											
06/25	06/05/2025	16773	110	A&E SECURITY AND ELECTRO	212758	1	Water plant security monitoring	30-11-5200	.00	65.85	65.85
Total 16773:									.00		65.85
16774											
06/25	06/05/2025	16774	310	AMAZON	11KD-1VJ-79	1	Office supplies	10-12-5137	.00	16.39	16.39
06/25	06/05/2025	16774	310	AMAZON	146R-7XJ6-T	1	Library collection	10-65-5101	.00	19.95	19.95
06/25	06/05/2025	16774	310	AMAZON	1D1W-JW61-	1	Office supplies	10-12-5137	.00	14.16	14.16
06/25	06/05/2025	16774	310	AMAZON	1JH7-MVN9-	1	Library collection	10-65-5101	.00	12.99	12.99
06/25	06/05/2025	16774	310	AMAZON	1RXW-Q643-	1	Kitchen supplies	10-12-5137	.00	9.36	9.36
06/25	06/05/2025	16774	310	AMAZON	1VLX-PWTX-	1	Library supplies	10-65-5137	.00	82.60	82.60
06/25	06/05/2025	16774	310	AMAZON	1XQ1-WRLC	1	Library R2R Grant	10-65-5912	.00	18.97	18.97
Total 16774:									.00		174.42
16775											
06/25	06/05/2025	16775	700	BAKER AND TAYLOR BOOKS	2039074920	1	Library collection	10-65-5100	.00	88.10	88.10
Total 16775:									.00		88.10
16776											
06/25	06/05/2025	16776	1460	DAVISON AUTO PARTS, INC.	924-646870	1	Utility pickup parts	20-11-5504	.00	260.97	260.97
06/25	06/05/2025	16776	1460	DAVISON AUTO PARTS, INC.	924-646887	1	Washington street generator	40-11-5504	.00	58.68	58.68
06/25	06/05/2025	16776	1460	DAVISON AUTO PARTS, INC.	924-646887	2	Wastewater Treatment Plant	40-11-5540	.00	139.90	139.90
Total 16776:									.00		459.55
16777											
06/25	06/05/2025	16777	6066	Eco Valley Pest Control	052925	1	Pest Control	10-12-5200	.00	275.00	275.00
Total 16777:									.00		275.00
16778											
06/25	06/05/2025	16778	6113	Hasco Stations LLC	HCL-025099-	1	Code fuel	10-18-5120	.00	50.80	50.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
06/25	06/05/2025	16778	6113	Hasco Stations LLC	HCL-025099-	2	Parks fuel	10-66-5120	.00	116.27	116.27
06/25	06/05/2025	16778	6113	Hasco Stations LLC	HCL-025099-	3	PW fuel	10-72-5120	.00	116.27	116.27
06/25	06/05/2025	16778	6113	Hasco Stations LLC	HCL-025099-	4	Street fuel	20-11-5120	.00	159.72	159.72
06/25	06/05/2025	16778	6113	Hasco Stations LLC	HCL-025099-	5	Water fuel	30-11-5120	.00	116.27	116.27
06/25	06/05/2025	16778	6113	Hasco Stations LLC	HCL-025099-	6	Wastewater fuel	40-11-5120	.00	116.27	116.27
Total 16778:									.00		675.60
16779											
06/25	06/05/2025	16779	5981	INNOVA	49415	1	City hall cameras	10-12-5200	.00	70.00	70.00
06/25	06/05/2025	16779	5981	INNOVA	49415	2	WTP cameras	30-11-5200	.00	30.00	30.00
06/25	06/05/2025	16779	5981	INNOVA	49415	3	Parks cameras	10-66-5200	.00	70.00	70.00
06/25	06/05/2025	16779	5981	INNOVA	49415	4	Library cameras	10-65-5200	.00	110.00	110.00
06/25	06/05/2025	16779	5981	INNOVA	49415	5	Public Works Cameras	10-72-5200	.00	40.00	40.00
06/25	06/05/2025	16779	5981	INNOVA	49415	6	Museum cameras	10-67-5200	.00	50.00	50.00
Total 16779:									.00		370.00
16780											
06/25	06/05/2025	16780	5600	JON'S COMPLETE AUTOMOTIV	32955	1	Wastewater pickup maintenance	40-11-5504	.00	137.05	137.05
Total 16780:									.00		137.05
16781											
06/25	06/05/2025	16781	6052	K&E Excavating, Inc	06/04/2025	1	Water Intake Proj. Pay App #18,#21,#22	30-80-6012	.00	199,020.42	199,020.42
06/25	06/05/2025	16781	6052	K&E Excavating, Inc	06/04/2025	2	Water Intake Proj. Pay App #18, #21, #2	30-80-6013	.00	199,020.43	199,020.43
Total 16781:									.00		398,040.85
16782											
06/25	06/05/2025	16782	2440	KELLER ASSOCIATES, INC.	0250893	1	Engineering Svc - Water Intake Project	30-80-6014	.00	16,525.97	16,525.97
Total 16782:									.00		16,525.97
16783											
06/25	06/05/2025	16783	6107	Mueller CO INC	53976328SO	1	Software maintenance annual	30-11-5200	.00	1,275.96	1,275.96
Total 16783:									.00		1,275.96

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
16784											
06/25	06/05/2025	16784	3300	ONE CALL CONCEPTS, INC.	5050506	1	Locate services	30-11-5200	.00	49.28	49.28
Total 16784:									.00		49.28
16785											
06/25	06/05/2025	16785	3590	PGE	052325	1	Waste Water utility	40-11-5415	.00	1,775.55	1,775.55
06/25	06/05/2025	16785	3590	PGE	052325	2	Museum Utility	10-67-5415	.00	126.97	126.97
06/25	06/05/2025	16785	3590	PGE	052325	3	City Hall Utility	10-12-5415	.00	508.45	508.45
06/25	06/05/2025	16785	3590	PGE	052325	4	Water utility	30-11-5415	.00	5,565.39	5,565.39
06/25	06/05/2025	16785	3590	PGE	052325	5	Library utility	10-65-5415	.00	193.53	193.53
06/25	06/05/2025	16785	3590	PGE	052325	6	Parks utility	10-66-5415	.00	65.98	65.98
06/25	06/05/2025	16785	3590	PGE	052325	7	Public works electricity	10-72-5415	.00	472.91	472.91
Total 16785:									.00		8,708.78
16786											
06/25	06/05/2025	16786	6006	School Life	200100013	1	Library program	10-65-5111	.00	75.65	75.65
Total 16786:									.00		75.65
16787											
06/25	06/05/2025	16787	5825	Spaniol's Striping & Sign's	52425-1	1	Street maintenance- yellow curb painting	20-11-5522	.00	7,930.00	7,930.00
Total 16787:									.00		7,930.00
16788											
06/25	06/05/2025	16788	6209	Star Weatherall	060425	1	Overpayment refund	99-00-1700	.00	71.96	71.96
Total 16788:									.00		71.96
16789											
06/25	06/05/2025	16789	5912	T-Mobile	052125	1	Code phone	10-18-5413	.00	30.60	30.60
06/25	06/05/2025	16789	5912	T-Mobile	052125	2	Admin phone	10-12-5413	.00	52.02	52.02
06/25	06/05/2025	16789	5912	T-Mobile	052125	3	Library phone	10-65-5413	.00	30.60	30.60
06/25	06/05/2025	16789	5912	T-Mobile	052125	4	Parks phone	10-66-5413	.00	6.12	6.12
06/25	06/05/2025	16789	5912	T-Mobile	052125	5	Street phone	20-11-5413	.00	4.28	4.28
06/25	06/05/2025	16789	5912	T-Mobile	052125	6	Water phone	30-11-5413	.00	106.49	106.49
06/25	06/05/2025	16789	5912	T-Mobile	052125	7	Sewer phone	40-11-5413	.00	106.49	106.49

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
06/25	06/05/2025	16789	5912	T-Mobile	052125-2	1	Library hotspots	10-65-5233	.00	97.87	97.87
Total 16789:									.00		434.47
16790											
06/25	06/05/2025	16790	4700	US BANK	051925	1	Microsoft - Library program	10-65-5111	.00	7.99	7.99
06/25	06/05/2025	16790	4700	US BANK	051925	2	Intermedia - telephone	10-12-5413	.00	187.63	187.63
06/25	06/05/2025	16790	4700	US BANK	051925	3	Flower shop - admin prof. day	10-12-5355	.00	167.99	167.99
06/25	06/05/2025	16790	4700	US BANK	051925	4	Travel Guard - AML Training	30-11-5342	.00	30.96	30.96
06/25	06/05/2025	16790	4700	US BANK	051925	5	Travel guard - AML Training	40-11-5342	.00	30.95	30.95
06/25	06/05/2025	16790	4700	US BANK	051925	6	United Airlines - AML Training	30-11-5342	.00	459.26	459.26
06/25	06/05/2025	16790	4700	US BANK	051925	7	United Airlines - AML Training	40-11-5342	.00	459.25	459.25
06/25	06/05/2025	16790	4700	US BANK	051925	8	United Airlines - AML Training	30-11-5342	.00	152.49	152.49
06/25	06/05/2025	16790	4700	US BANK	051925	9	United Airlines - AML Training	40-11-5342	.00	152.49	152.49
06/25	06/05/2025	16790	4700	US BANK	051925	10	Roth's - Town hall meeting	10-12-5355	.00	43.94	43.94
06/25	06/05/2025	16790	4700	US BANK	051925	11	Lowe's - Arbor day supplies	10-66-5137	.00	241.60	241.60
06/25	06/05/2025	16790	4700	US BANK	051925	12	Caselle - Billing Software	10-12-5235	.00	1,285.00	1,285.00
06/25	06/05/2025	16790	4700	US BANK	051925	13	Costco - Museum grant	10-67-6001	.00	249.99	249.99
06/25	06/05/2025	16790	4700	US BANK	051925	14	Costco - museum grant	10-67-6001	.00	119.99	119.99
06/25	06/05/2025	16790	4700	US BANK	051925	15	The Mill - LOC Conference	10-12-5342	.00	550.92	550.92
06/25	06/05/2025	16790	4700	US BANK	051925	16	Safeway - Fishing field trip	10-12-5137	.00	54.00	54.00
06/25	06/05/2025	16790	4700	US BANK	051925	17	Annuvia - AED pads	10-65-5137	.00	272.80	272.80
06/25	06/05/2025	16790	4700	US BANK	051925	18	Microsoft - Library program	10-65-5111	.00	7.99	7.99
06/25	06/05/2025	16790	4700	US BANK	051925	19	Safeway - Food pantry	10-12-5819	.00	23.97	23.97
06/25	06/05/2025	16790	4700	US BANK	051925	20	Safeway - Staff meeting	10-12-5137	.00	75.51	75.51
06/25	06/05/2025	16790	4700	US BANK	051925	21	Microsoft - Library program	10-65-5111	.00	7.99	7.99
Total 16790:									.00		4,582.71
16791											
06/25	06/05/2025	16791	5647	US BANK EQUIPMENT FINANCE	556758548	1	City hall copier lease	10-12-5606	.00	181.28	181.28
06/25	06/05/2025	16791	5647	US BANK EQUIPMENT FINANCE	556758548	2	Library copier lease	10-65-5606	.00	93.38	93.38
Total 16791:									.00		274.66
16792											
06/25	06/05/2025	16792	4720	USPS	060425	1	Post office box - Library	10-65-5200	.00	84.00	84.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 16792:									.00		84.00
16793											
06/25	06/05/2025	16793	5551	Wright Business Graphics	4253687	1	Utility bills	30-11-5230	.00	408.57	408.57
06/25	06/05/2025	16793	5551	Wright Business Graphics	4253687	2	Utility bills	40-11-5230	.00	408.58	408.58
Total 16793:									.00		817.15
16794											
06/25	06/05/2025	16794	5130	YAMHILL COMMUNICATIONS A	5037005	1	June YCOM dues	10-18-5302	.00	1,968.50	1,968.50
Total 16794:									.00		1,968.50
16795											
06/25	06/06/2025	16795	6173	Sportech Construction & Excavati	532	1	Turf Installation at Oaken Hills Pump Tra	10-80-6003	.00	48,000.00	48,000.00
Total 16795:									.00		48,000.00
16796											
06/25	06/12/2025	16796	310	AMAZON	1CCK-PPJY-	1	Parks trash cans	10-80-6002	.00	1,959.93	1,959.93
06/25	06/12/2025	16796	310	AMAZON	1WD3-NPHQ	1	Library program	10-65-5111	.00	21.98	21.98
06/25	06/12/2025	16796	310	AMAZON	1WXY-TFDR-	1	WTP Printer	30-11-5233	.00	279.99	279.99
Total 16796:									.00		2,261.90
16797											
06/25	06/12/2025	16797	940	CASELLE, INC.	INV-06830	1	Software maintenance	10-12-5235	.00	1,508.00	1,508.00
Total 16797:									.00		1,508.00
16798											
06/25	06/12/2025	16798	1080	CIS TRUST	052325	1	Annual GASB fee - valuation	10-12-5320	.00	628.50	628.50
Total 16798:									.00		628.50
16799											
06/25	06/12/2025	16799	1210	CNH CAPITAL	052525	1	Zero turn mower maintenance	10-66-5504	.00	48.30	48.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 16799:									.00		48.30
16800											
06/25	06/12/2025	16800	6141	Country Media Inc.	756651	1	Explore Polk Co. advertisement	10-12-5137	.00	233.33	233.33
Total 16800:									.00		233.33
16801											
06/25	06/12/2025	16801	3350	DEQ Financial Services - LBX361	060925	1	Wastewater certificate - Ashworth	40-11-5320	.00	299.52	299.52
Total 16801:									.00		299.52
16802											
06/25	06/12/2025	16802	6203	FCS, a Bowman Company	4158-225050	1	May 2025 rate study invoice	30-80-6000	.00	4,402.50	4,402.50
06/25	06/12/2025	16802	6203	FCS, a Bowman Company	4158-225050	2	May 2025 rate study invoice	40-80-6000	.00	1,617.50	1,617.50
Total 16802:									.00		6,020.00
16803											
06/25	06/12/2025	16803	6122	Integrity IT Group	1354	1	June IT services	10-12-5233	.00	2,914.50	2,914.50
Total 16803:									.00		2,914.50
16804											
06/25	06/12/2025	16804	2440	KELLER ASSOCIATES, INC.	0242891-2	1	Water intake project	30-80-6014	.00	151.11	151.11
06/25	06/12/2025	16804	2440	KELLER ASSOCIATES, INC.	250625	1	Huddleston pond project	10-66-6001	.00	1,643.50	1,643.50
06/25	06/12/2025	16804	2440	KELLER ASSOCIATES, INC.	251436	1	Huddleston pond project	10-66-6001	.00	8,347.50	8,347.50
Total 16804:									.00		10,142.11
16805											
06/25	06/12/2025	16805	3120	OREGON ASSOCIATION OF WA	40083	1	SEaside conference Jeff Brown - Waste	40-11-5342	.00	370.00	370.00
Total 16805:									.00		370.00
16806											
06/25	06/12/2025	16806	3820	RECOLOGY WESTERN OREGO	26727255	1	Parks garbage/recycle	10-66-5415	.00	47.40	47.40
06/25	06/12/2025	16806	3820	RECOLOGY WESTERN OREGO	26727263	1	City Hall garbage/recycle	10-12-5415	.00	48.66	48.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
06/25	06/12/2025	16806	3820	RECOLOGY WESTERN OREGO	26727446	1	Water garbage/recycle	30-11-5415	.00	3.00	3.00
06/25	06/12/2025	16806	3820	RECOLOGY WESTERN OREGO	26727453	1	Library garbage/recycle	10-65-5415	.00	61.50	61.50
06/25	06/12/2025	16806	3820	RECOLOGY WESTERN OREGO	26727461	1	Public works garbage/recycle	10-72-5415	.00	207.34	207.34
Total 16806:									.00		367.90
16807											
06/25	06/12/2025	16807	5937	Siobhan Skaer	51	1	City Hall & Substation Cleaning	10-12-5209	.00	400.00	400.00
Total 16807:									.00		400.00
16808											
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-052864	1	Water maintenance	30-11-5504	.00	3.29	3.29
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-052950	1	Water supplies	30-11-5137	.00	2.58	2.58
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-053005	1	Public Works supplies	10-72-5137	.00	17.99	17.99
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-053673	1	Backhoe maintenance	20-11-5504	.00	4.49	4.49
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-053673	2	Backhoe maintenance	30-11-5504	.00	4.49	4.49
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-053673	3	Backhoe maintenance	40-11-5504	.00	4.50	4.50
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-053673	4	Backhoe maintenance	10-66-5504	.00	4.50	4.50
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-054447	1	Public Works supplies	10-72-5137	.00	8.88	8.88
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-054601	1	Parks Supplies	10-66-5137	.00	8.49	8.49
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-054601	2	City Hall maintenance	10-12-5504	.00	4.29	4.29
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-054701	1	City hall supplies	10-12-5137	.00	13.49	13.49
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-055303	1	City hall supplies	10-12-5137	.00	5.98	5.98
06/25	06/12/2025	16808	4160	SKYBERG'S	2505-056018	1	Water distribution repair	30-11-5530	.00	42.86	42.86
Total 16808:									.00		125.83
16809											
06/25	06/12/2025	16809	6083	The Law Office of Larry J Blake Jr	409	1	Municipal court judge services	10-14-5211	.00	400.00	400.00
Total 16809:									.00		400.00
16810											
06/25	06/12/2025	16810	430	VESTIS	5090413587	1	Uniform Split Parks 17%	10-66-5140	.00	16.58	16.58
06/25	06/12/2025	16810	430	VESTIS	5090413587	2	Uniform Split Streets 5%	20-11-5140	.00	4.88	4.88
06/25	06/12/2025	16810	430	VESTIS	5090413587	3	Uniform Split Water 28%	30-11-5140	.00	27.31	27.31
06/25	06/12/2025	16810	430	VESTIS	5090413587	4	Uniform Split Sewer 50%	40-11-5140	.00	48.75	48.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 16810:									.00		97.52
16811											
06/25	06/12/2025	16811	5516	West Valley Bulletin Board, LLC	3681	1	Public hearings and advertisements	10-12-5137	.00	585.00	585.00
06/25	06/12/2025	16811	5516	West Valley Bulletin Board, LLC	3681	2	Library job announcements	10-65-5137	.00	66.00	66.00
Total 16811:									.00		651.00
16812											
06/25	06/20/2025	16812	310	AMAZON	16XD-LDX7-	1	Office supplies	10-12-5137	.00	47.67	47.67
06/25	06/20/2025	16812	310	AMAZON	16XD-LDX7-	2	Parks supplies	10-66-5137	.00	45.98	45.98
06/25	06/20/2025	16812	310	AMAZON	19DY-L6J4-Y	1	Public works supplies	10-72-5137	.00	95.10	95.10
06/25	06/20/2025	16812	310	AMAZON	1CPL-14P9-9	1	Food pantry	10-12-5819	.00	236.66	236.66
06/25	06/20/2025	16812	310	AMAZON	1FWF-64NC-	1	Parks equipment	10-66-5504	.00	23.97	23.97
06/25	06/20/2025	16812	310	AMAZON	1KFJ-TMKY-	1	Office supplies	10-12-5137	.00	121.34	121.34
06/25	06/20/2025	16812	310	AMAZON	1MVX-WHW	1	Library collection	10-65-5101	.00	19.95	19.95
06/25	06/20/2025	16812	310	AMAZON	1RXK-C3FV-	1	Library supplies	10-65-5137	.00	32.17	32.17
06/25	06/20/2025	16812	310	AMAZON	1XQN-NX14-	1	Office supplies	10-12-5137	.00	81.64	81.64
Total 16812:									.00		704.48
16813											
06/25	06/20/2025	16813	700	BAKER AND TAYLOR BOOKS	2039095936	1	Library collection	10-65-5100	.00	20.77	20.77
Total 16813:									.00		20.77
16814											
06/25	06/20/2025	16814	1310	CHEHALEM PARK & REC DIST	061325	1	City County Dinner x5	10-12-5137	.00	225.00	225.00
Total 16814:									.00		225.00
16815											
06/25	06/20/2025	16815	3350	DEQ Financial Services - LBX424	CPGFD2500	1	Sewer overflow penalty	40-11-5320	.00	2,550.00	2,550.00
Total 16815:									.00		2,550.00
16816											
06/25	06/20/2025	16816	6088	Green Crest Memorial Park	1243	1	May landscape services	10-68-5510	.00	800.00	800.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 16816:									.00		800.00
16817											
06/25	06/20/2025	16817	2040	HACH	14540916	1	WTP Maintenance	30-11-5530	.00	980.00	980.00
Total 16817:									.00		980.00
16818											
06/25	06/20/2025	16818	6052	K&E Excavating, Inc	3250-3	1	Rock @ Oaken Hills Park	10-80-6003	.00	4,195.00	4,195.00
Total 16818:									.00		4,195.00
16819											
06/25	06/20/2025	16819	2440	KELLER ASSOCIATES, INC.	251575	1	Water general engineering	30-11-5204	.00	111.25	111.25
06/25	06/20/2025	16819	2440	KELLER ASSOCIATES, INC.	251576	1	Sewer general engineering	40-11-5204	.00	1,122.50	1,122.50
06/25	06/20/2025	16819	2440	KELLER ASSOCIATES, INC.	251577	1	Planning general engineering	10-17-5204	.00	8,577.50	8,577.50
Total 16819:									.00		9,811.25
16820											
06/25	06/20/2025	16820	6076	Krystal Stevens	061225	1	Travel reimbursement	10-12-5342	.00	314.30	314.30
Total 16820:									.00		314.30
16821											
06/25	06/20/2025	16821	6096	O'Reilly Auto Parts	6684-136175	1	Vehicle maintenance	10-72-5504	.00	9.75	9.75
Total 16821:									.00		9.75
16822											
06/25	06/20/2025	16822	3570	PETERSON	SW29010265	1	E street lift station repair	40-11-5504	.00	8,860.00	8,860.00
Total 16822:									.00		8,860.00
16823											
06/25	06/20/2025	16823	3590	PGE	060525	1	STREET lights	10-19-5400	.00	2,401.97	2,401.97

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 16823:									.00		2,401.97
16824											
06/25	06/20/2025	16824	4680	UNITED RENTALS NORTHWEST	2686692	1	ATV rentals for Business Oregon tour	10-12-5355	.00	534.25	534.25
06/25	06/20/2025	16824	4680	UNITED RENTALS NORTHWEST	2686692	2	ATV rentals for Business Oregon tour	30-11-5355	.00	534.25	534.25
Total 16824:									.00		1,068.50
16825											
06/25	06/20/2025	16825	5872	University of Oregon	537	1	Newspaper scanning- Museum grant	10-67-6001	.00	5,539.40	5,539.40
Total 16825:									.00		5,539.40
16826											
06/25	06/20/2025	16826	4960	WATERLAB CORP.	93395	1	System analysis	30-11-5250	.00	100.00	100.00
Total 16826:									.00		100.00
16827											
06/25	06/20/2025	16827	4990	West Valley Community Campus	061225	1	Donation for building improvements	10-12-5818	.00	1,600.00	1,600.00
Total 16827:									.00		1,600.00
16828											
06/25	06/26/2025	16828	310	AMAZON	1331-VXRP-	1	Office supplies	10-12-5137	.00	34.19	34.19
06/25	06/26/2025	16828	310	AMAZON	16TF-FHTT-	1	WTP Printer ink	30-11-5137	.00	62.99	62.99
06/25	06/26/2025	16828	310	AMAZON	1D9V-3V1P-	1	Library collection	10-65-5100	.00	35.68	35.68
06/25	06/26/2025	16828	310	AMAZON	1MR1-3MKL-	1	Food pantry	10-12-5819	.00	62.32	62.32
06/25	06/26/2025	16828	310	AMAZON	1X7P-L1RK-	1	Office supplies	10-12-5137	.00	45.01	45.01
06/25	06/26/2025	16828	310	AMAZON	1YR6-F391-9	1	Phone case replacement	40-11-5137	.00	29.95	29.95
Total 16828:									.00		270.14
16829											
06/25	06/26/2025	16829	540	AMERICAN WATER WORKS AS	SO239919	1	Annual membership	30-11-5320	.00	431.00	431.00
Total 16829:									.00		431.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
16830											
06/25	06/26/2025	16830	700	BAKER AND TAYLOR BOOKS	2038936249	1	Library collection	10-65-5100	.00	26.63	26.63
Total 16830:									.00		26.63
16831											
06/25	06/26/2025	16831	1390	CASCADE COLUMBIA	926404	1	WATER Treatment Chemicals	30-11-5108	.00	2,753.00	2,753.00
Total 16831:									.00		2,753.00
16832											
06/25	06/26/2025	16832	1020	CENTURYLINK	061125	1	Admin phones	10-12-5413	.00	297.86	297.86
06/25	06/26/2025	16832	1020	CENTURYLINK	061125	2	Parks phones	10-66-5413	.00	15.84	15.84
06/25	06/26/2025	16832	1020	CENTURYLINK	061125	3	Library phones	10-65-5413	.00	31.50	31.50
06/25	06/26/2025	16832	1020	CENTURYLINK	061125	4	Museum phones	10-67-5413	.00	31.66	31.66
06/25	06/26/2025	16832	1020	CENTURYLINK	061125	5	Streets phones	20-11-5413	.00	31.68	31.68
06/25	06/26/2025	16832	1020	CENTURYLINK	061125	6	Water phones	30-11-5413	.00	247.17	247.17
06/25	06/26/2025	16832	1020	CENTURYLINK	061125	7	Sewer phones	40-11-5413	.00	307.28	307.28
Total 16832:									.00		962.99
16833											
06/25	06/26/2025	16833	1460	DAVISON AUTO PARTS, INC.	676435	1	Backhoe maintenance	10-66-5504	.00	14.93	14.93
06/25	06/26/2025	16833	1460	DAVISON AUTO PARTS, INC.	676435	2	Backhoe maintenance	20-11-5504	.00	14.92	14.92
06/25	06/26/2025	16833	1460	DAVISON AUTO PARTS, INC.	676435	3	Backhoe maintenance	30-11-5504	.00	14.93	14.93
06/25	06/26/2025	16833	1460	DAVISON AUTO PARTS, INC.	676435	4	Backhoe maintenance	40-11-5504	.00	14.92	14.92
Total 16833:									.00		59.70
16834											
06/25	06/26/2025	16834	6211	Doty & Sons Concrete Products, I	255082	1	Cornhole at Oaken Hills Park	10-80-6003	.00	1,980.00	1,980.00
Total 16834:									.00		1,980.00
16835											
06/25	06/26/2025	16835	1760	FERGUSON ENTERPRISES, IN	061725	1	WATER supplies	30-11-5137	.00	161.18	161.18
06/25	06/26/2025	16835	1760	FERGUSON ENTERPRISES, IN	1322346	1	WATER supplies	30-11-5137	.00	178.86	178.86

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 16835:									.00		340.04
16836											
06/25	06/26/2025	16836	6113	Hasco Stations LLC	HCL-025993-	1	Parks fuel	10-66-5120	.00	99.57	99.57
06/25	06/26/2025	16836	6113	Hasco Stations LLC	HCL-025993-	2	Public Works fuel	10-72-5120	.00	99.58	99.58
06/25	06/26/2025	16836	6113	Hasco Stations LLC	HCL-025993-	3	Street fuel	20-11-5120	.00	148.48	148.48
06/25	06/26/2025	16836	6113	Hasco Stations LLC	HCL-025993-	4	Water fuel	30-11-5120	.00	99.57	99.57
06/25	06/26/2025	16836	6113	Hasco Stations LLC	HCL-025993-	5	Wastewater fuel	40-11-5120	.00	99.57	99.57
Total 16836:									.00		546.77
16837											
06/25	06/26/2025	16837	2160	HONEY BUCKET	554926031	1	lamson park services	10-66-5200	.00	138.00	138.00
Total 16837:									.00		138.00
16838											
06/25	06/26/2025	16838	6052	K&E Excavating, Inc	061625	1	Interest year-to-date	30-80-6000	.00	16,271.05	16,271.05
Total 16838:									.00		16,271.05
16839											
06/25	06/26/2025	16839	2900	MID-WILLAMETTE VALLEY COU	3889	1	PLANNING SERVICES May	10-17-5214	.00	2,508.75	2,508.75
Total 16839:									.00		2,508.75
16840											
06/25	06/26/2025	16840	3060	NW NATURAL	061825	1	Museum Utilities	10-67-5415	.00	58.93	58.93
Total 16840:									.00		58.93
16841											
06/25	06/26/2025	16841	5856	Owen Equipment	223080	1	Vac trailer pump	10-66-5504	.00	437.99	437.99
06/25	06/26/2025	16841	5856	Owen Equipment	223080	2	Vac trailer pump	20-11-5504	.00	437.99	437.99
06/25	06/26/2025	16841	5856	Owen Equipment	223080	3	Vac trailer pump	30-11-5504	.00	438.00	438.00
06/25	06/26/2025	16841	5856	Owen Equipment	223080	4	Vac trailer pump	40-11-5504	.00	438.00	438.00
06/25	06/26/2025	16841	5856	Owen Equipment	223082	1	Pressure washer maintenance	10-66-5504	.00	21.43	21.43
06/25	06/26/2025	16841	5856	Owen Equipment	223082	2	Pressure washer maintenance	20-11-5504	.00	21.44	21.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
06/25	06/26/2025	16841	5856	Owen Equipment	223082	3	Pressure washer maintenance	30-11-5504	.00	21.44	21.44
06/25	06/26/2025	16841	5856	Owen Equipment	223082	4	Pressure washer maintenance	40-11-5504	.00	21.44	21.44
Total 16841:									.00		1,837.73
16842											
06/25	06/26/2025	16842	3590	PGE	060925	1	Finalize Account 7552111000	30-11-5415	.00	1,384.83	1,384.83
Total 16842:									.00		1,384.83
16843											
06/25	06/26/2025	16843	5888	Santander Bank NA	16489393	1	Street sweeper lease	20-80-6000	.00	3,232.65	3,232.65
Total 16843:									.00		3,232.65
16844											
06/25	06/26/2025	16844	5937	Siobhan Skaer	03	1	Uniform embroidery	10-72-5140	.00	250.00	250.00
Total 16844:									.00		250.00
16845											
06/25	06/26/2025	16845	5833	Storage Etc	28155	1	Unit A5 rent	10-12-5200	.00	86.00	86.00
06/25	06/26/2025	16845	5833	Storage Etc	28165	1	Unit B38 rent	10-12-5200	.00	171.00	171.00
Total 16845:									.00		257.00
16846											
06/25	06/26/2025	16846	5606	TERRY'S TIRES & SERVICES LL	061825	1	Dump truck maintenance	10-66-5504	.00	252.50	252.50
06/25	06/26/2025	16846	5606	TERRY'S TIRES & SERVICES LL	061825	2	Dump truck maintenance	20-11-5504	.00	252.50	252.50
06/25	06/26/2025	16846	5606	TERRY'S TIRES & SERVICES LL	061825	3	Dump truck maintenance	30-11-5504	.00	252.50	252.50
06/25	06/26/2025	16846	5606	TERRY'S TIRES & SERVICES LL	061825	4	Dump truck maintenance	40-11-5504	.00	252.50	252.50
Total 16846:									.00		1,010.00
16847											
06/25	06/26/2025	16847	430	VESTIS	5090415643	1	Uniform Split Parks 17%	10-66-5140	.00	16.58	16.58
06/25	06/26/2025	16847	430	VESTIS	5090415643	2	Uniform Split Streets 5%	20-11-5140	.00	4.88	4.88
06/25	06/26/2025	16847	430	VESTIS	5090415643	3	Uniform Split Water 28%	30-11-5140	.00	27.31	27.31
06/25	06/26/2025	16847	430	VESTIS	5090415643	4	Uniform Split Sewer 50%	40-11-5140	.00	48.75	48.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Seq	Description	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 16847:									.00		97.52
Grand Totals:									.00		591,151.07

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	107,286.04-	107,286.04-
10-12-5137	1,562.07	.00	1,562.07
10-12-5200	602.00	.00	602.00
10-12-5209	400.00	.00	400.00
10-12-5233	2,914.50	.00	2,914.50
10-12-5235	2,793.00	.00	2,793.00
10-12-5320	628.50	.00	628.50
10-12-5342	865.22	.00	865.22
10-12-5355	746.18	.00	746.18
10-12-5413	537.51	.00	537.51
10-12-5415	557.11	.00	557.11
10-12-5504	4.29	.00	4.29
10-12-5606	181.28	.00	181.28
10-12-5818	1,600.00	.00	1,600.00
10-12-5819	322.95	.00	322.95
10-14-5211	400.00	.00	400.00
10-17-5204	8,577.50	.00	8,577.50
10-17-5214	2,508.75	.00	2,508.75
10-18-5120	50.80	.00	50.80
10-18-5302	1,968.50	.00	1,968.50
10-18-5413	30.60	.00	30.60
10-19-5400	2,401.97	.00	2,401.97
10-65-5100	171.18	.00	171.18
10-65-5101	52.89	.00	52.89
10-65-5111	121.60	.00	121.60
10-65-5137	453.57	.00	453.57
10-65-5200	194.00	.00	194.00
10-65-5233	97.87	.00	97.87

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-65-5413	62.10	.00	62.10
10-65-5415	255.03	.00	255.03
10-65-5606	93.38	.00	93.38
10-65-5912	18.97	.00	18.97
10-66-5120	215.84	.00	215.84
10-66-5137	296.07	.00	296.07
10-66-5140	33.16	.00	33.16
10-66-5200	208.00	.00	208.00
10-66-5413	21.96	.00	21.96
10-66-5415	113.38	.00	113.38
10-66-5504	803.62	.00	803.62
10-66-6001	9,991.00	.00	9,991.00
10-67-5200	50.00	.00	50.00
10-67-5413	31.66	.00	31.66
10-67-5415	185.90	.00	185.90
10-67-6001	5,909.38	.00	5,909.38
10-68-5510	800.00	.00	800.00
10-72-5120	215.85	.00	215.85
10-72-5137	121.97	.00	121.97
10-72-5140	250.00	.00	250.00
10-72-5200	40.00	.00	40.00
10-72-5415	680.25	.00	680.25
10-72-5504	9.75	.00	9.75
10-80-6002	1,959.93	.00	1,959.93
10-80-6003	54,175.00	.00	54,175.00
20-00-2000	.00	12,508.88-	12,508.88-
20-11-5120	308.20	.00	308.20
20-11-5140	9.76	.00	9.76
20-11-5413	35.96	.00	35.96
20-11-5504	992.31	.00	992.31
20-11-5522	7,930.00	.00	7,930.00
20-80-6000	3,232.65	.00	3,232.65
30-00-2000	.00	451,813.80-	451,813.80-
30-11-5108	2,753.00	.00	2,753.00
30-11-5120	215.84	.00	215.84
30-11-5137	405.61	.00	405.61
30-11-5140	54.62	.00	54.62
30-11-5200	1,421.09	.00	1,421.09
30-11-5204	111.25	.00	111.25
30-11-5230	408.57	.00	408.57

GL Account	Debit	Credit	Proof
30-11-5233	279.99	.00	279.99
30-11-5250	100.00	.00	100.00
30-11-5320	431.00	.00	431.00
30-11-5342	642.71	.00	642.71
30-11-5355	534.25	.00	534.25
30-11-5413	353.66	.00	353.66
30-11-5415	6,953.22	.00	6,953.22
30-11-5504	734.65	.00	734.65
30-11-5530	1,022.86	.00	1,022.86
30-80-6000	20,673.55	.00	20,673.55
30-80-6012	199,020.42	.00	199,020.42
30-80-6013	199,020.43	.00	199,020.43
30-80-6014	16,677.08	.00	16,677.08
40-00-2000	.00	19,470.39-	19,470.39-
40-11-5120	215.84	.00	215.84
40-11-5137	29.95	.00	29.95
40-11-5140	97.50	.00	97.50
40-11-5204	1,122.50	.00	1,122.50
40-11-5230	408.58	.00	408.58
40-11-5320	2,849.52	.00	2,849.52
40-11-5342	1,012.69	.00	1,012.69
40-11-5413	413.77	.00	413.77
40-11-5415	1,775.55	.00	1,775.55
40-11-5504	9,787.09	.00	9,787.09
40-11-5540	139.90	.00	139.90
40-80-6000	1,617.50	.00	1,617.50
99-00-1700	71.96	.00	71.96
99-00-2000	.00	71.96-	71.96-
Grand Totals:	<u>591,151.07</u>	<u>591,151.07-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

CITY OF WILLAMINA
COMBINED CASH INVESTMENT
JUNE 30, 2025

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	483,293.81
99-00-1015	XPRESS DEPOSIT ACCOUNT	44,004.70
99-00-1020	PAYROLL - CHECKING	57,249.12
99-00-1030	INVESTMENTS-LGIP	1,708,196.11
99-00-1040	PETTY CASH	300.00
		<hr/>
	TOTAL COMBINED CASH	2,293,043.74
99-00-1700	UTILITY CASH CLEARING	(3.71)
99-00-1910	MERCHANT SERVICES CLEARING	(10,947.04)
99-00-1009	CASH ALLOCATED	(2,282,092.99)
		<hr/>
	TOTAL UNALLOCATED CASH	.00
		<hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	488,974.35
11	ALLOCATION TO PARKS SDC FUND	57,512.00
20	ALLOCATION TO STREET FUND	120,528.62
21	ALLOCATION TO STREET SDC FUND	339,692.00
30	ALLOCATION TO WATER FUND	144,534.60
31	ALLOCATION TO WATER SDC FUND	157,969.03
40	ALLOCATION TO WASTEWATER FUND	860,754.39
41	ALLOCATION TO WASTEWATER SDC FUND	107,365.00
42	ALLOCATION TO STORM-WATER SDC FUND	4,763.00
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,282,092.99
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(2,282,092.99)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/>

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	488,974.35	
10-00-1200	ACCOUNTS RECEIVABLE	1,400.12	
10-00-1280	TAXES RECEIVABLE	20,768.00	
10-00-1300	INVENTORY	8,131.00	
10-00-1400	LAND	125,174.00	
10-00-1420	LAND IMPROVEMENTS	1,449,110.61	
10-00-1430	BUILDINGS	299,037.16	
10-00-1440	EQUIPMENT	293,966.67	
10-00-1460	VEHICLES	153,329.09	
10-00-1490	ACCUMULATED DEPRECIATION	(1,126,099.02)	
10-00-1900	DEFERRED PENSION	25,312.00	
TOTAL ASSETS			1,739,103.98

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	344,105.29	
10-00-2001	OTHER ACCOUNTS PAYABLE	1,695.83	
10-00-2100	ACCRUED PAYROLL	33,455.43	
10-00-2130	UNION DUES PAYABLE	(131.34)	
10-00-2140	PERS PAYABLE	15,210.50	
10-00-2150	ACCRUED VACATION	(20,736.07)	
TOTAL LIABILITIES			373,599.64

FUND EQUITY

10-00-3000	FUND BALANCE	969,033.98	
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	757,972.07	
REVENUE OVER EXPENDITURES - YTD		(386,501.71)	
BALANCE - CURRENT DATE		1,365,504.34	
TOTAL FUND EQUITY			1,365,504.34
TOTAL LIABILITIES AND EQUITY			1,739,103.98

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE	.00	.00	788,310.00	788,310.00	.0
10-10-4001 PROPERTY TAX	.00	527,150.90	530,000.00	2,849.10	99.5
10-10-4002 PROPERTY TAX PRIOR	.00	11,023.06	5,800.00	(5,223.06)	190.1
10-10-4003 INTEREST ON TAXES	.00	603.98	300.00	(303.98)	201.3
10-10-4110 STATE CIGARETTE TAX	.00	1,319.39	1,600.00	280.61	82.5
10-10-4111 STATE REVENUE SHARING	.00	34,566.85	35,000.00	433.15	98.8
10-10-4112 STATE LIQUOR TAX	.00	31,937.66	44,000.00	12,062.34	72.6
10-10-4113 STATE MARIJUANA TAX	.00	3,377.39	3,500.00	122.61	96.5
10-10-4501 BUSINESS LICENSES	.00	8,517.25	6,000.00	(2,517.25)	142.0
10-10-4511 LIEN SEARCHES	.00	1,716.50	1,500.00	(216.50)	114.4
10-10-4571 OLCC LICENSE FEE	.00	4,813.46	300.00	(4,513.46)	1604.5
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	157.02	300.00	142.98	52.3
10-10-4601 FRANCHISE FEES NW NATURAL	.00	18,386.50	18,000.00	(386.50)	102.2
10-10-4602 FRANCHISE FEES PGE	.00	80,848.23	75,000.00	(5,848.23)	107.8
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	3,947.90	5,000.00	1,052.10	79.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	.00	10,693.31	7,500.00	(3,193.31)	142.6
10-10-4605 FRANCHISE FEES HUNTER COMMUNIC	.00	49.33	5,000.00	4,950.67	1.0
10-10-4816 DONATIONS	.00	(300.00)	500.00	800.00	(60.0)
10-10-4900 INTEREST INCOME	.00	86,039.41	60,000.00	(26,039.41)	143.4
10-10-4901 MISCELLANEOUS INCOME	.00	815.40	500.00	(315.40)	163.1
10-10-4905 SALE OF CITY ASSETS	.00	.00	1,000.00	1,000.00	.0
10-10-4910 LATE FEE	.00	.00	50.00	50.00	.0
10-10-4915 ARP FUNDS	.00	.00	50.00	50.00	.0
TOTAL DEPARTMENT 10	.00	825,663.54	1,589,210.00	763,546.46	52.0
COURT					
10-14-4507 COURT FINES AND FEES	.00	7,150.00	3,000.00	(4,150.00)	238.3
TOTAL COURT	.00	7,150.00	3,000.00	(4,150.00)	238.3
PLANNING					
10-17-4583 PLANNING FEES	.00	26,818.43	50,000.00	23,181.57	53.6
10-17-4584 ENGINEERING FEES PLANNING	(9,133.75)	.00	.00	.00	.0
10-17-4585 CONSTRUCTION FEES	.00	109,816.84	30,000.00	(79,816.84)	366.1
TOTAL PLANNING	(9,133.75)	136,635.27	80,000.00	(56,635.27)	170.8
PUBLIC SAFETY					
10-18-4506 PUBLIC SAFETY FEE	.00	122,440.24	120,000.00	(2,440.24)	102.0
TOTAL PUBLIC SAFETY	.00	122,440.24	120,000.00	(2,440.24)	102.0

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>STREET LIGHTS</u>					
10-19-4822	STREET LIGHTS FEE	.00	31,111.53	32,000.00	888.47	97.2
	TOTAL STREET LIGHTS	.00	31,111.53	32,000.00	888.47	97.2
	<u>SPECIAL</u>					
10-60-4010	EID BUSINESS TAXES	.00	.00	9,800.00	9,800.00	.0
10-60-4755	DOWNTOWN LOAN INTEREST PAY	.00	(816.26)	1,500.00	2,316.26	(54.4)
10-60-4758	DOWNTOWN LOAN PRINC PAY	.00	(1,441.88)	1,500.00	2,941.88	(96.1)
	TOTAL SPECIAL	.00	(2,258.14)	12,800.00	15,058.14	(17.6)
	<u>LIBRARY</u>					
10-65-4561	LOST BOOK REIMBURSEMENT	.00	169.15	.00	(169.15)	.0
10-65-4705	CCRLS FORMULA PAYMENT	.00	12,817.50	13,000.00	182.50	98.6
10-65-4711	CCRLS NET LENDING	.00	11,947.50	6,000.00	(5,947.50)	199.1
10-65-4811	READY TO READ GRANT	.00	1,000.00	1,000.00	.00	100.0
10-65-4813	OREGON COMM FOUNDA GRANT	.00	.00	20,500.00	20,500.00	.0
10-65-4816	DONATIONS-GRANTS	.00	1,200.00	600.00	(600.00)	200.0
	TOTAL LIBRARY	.00	27,134.15	41,100.00	13,965.85	66.0
	<u>PARKS</u>					
10-66-4910	PARKS FEE	.00	28,800.00	5,000.00	(23,800.00)	576.0
	TOTAL PARKS	.00	28,800.00	5,000.00	(23,800.00)	576.0
	<u>MUSEUM</u>					
10-67-4816	DONATIONS	.00	500.00	1,000.00	500.00	50.0
10-67-4817	GRANTS	.00	1,767.98	7,965.00	6,197.02	22.2
	TOTAL MUSEUM	.00	2,267.98	8,965.00	6,697.02	25.3
	<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

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-81-4819	OPRD GRANT	.00	100,000.00	495,000.00	395,000.00	20.2
10-81-4820	HUDDLESTON POND GRANTS	.00	.00	1,937,900.00	1,937,900.00	.0
	TOTAL DEPARTMENT 81	.00	100,000.00	2,432,900.00	2,332,900.00	4.1
	TRANSFER					
10-90-9130	IN LIEU OF FRANCHISE FEE WATER	47,851.00	47,851.00	49,635.00	1,784.00	96.4
10-90-9140	IN LIEU OF FRANCHISE FEE WW	42,968.00	42,968.00	44,975.00	2,007.00	95.5
10-90-9630	TRANSFER IN-INTERFUND	2,000.00	2,000.00	2,000.00	.00	100.0
	TOTAL TRANSFER	92,819.00	92,819.00	96,610.00	3,791.00	96.1
	TOTAL FUND REVENUE	83,685.25	1,371,763.57	4,423,085.00	3,051,321.43	31.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115 BANK CHARGES	.00	440.84	2,000.00	1,559.16	22.0
10-12-5119 DISCREPENCIES	.00	.00	50.00	50.00	.0
10-12-5123 MERCHANT FEES	(685.70)	73.17	200.00	126.83	36.6
10-12-5124 PAYROLL PROCESSING FEES	.00	4,374.36	5,000.00	625.64	87.5
10-12-5126 POSTAGE	33.01	1,032.97	2,000.00	967.03	51.7
10-12-5137 SUPPLIES	438.26	12,780.44	40,000.00	27,219.56	32.0
10-12-5200 CONTRACT SERVICES	.00	45,255.72	20,000.00	(25,255.72)	226.3
10-12-5201 AUDIT SERVICES	.00	23,250.00	20,000.00	(3,250.00)	116.3
10-12-5203 LEGAL SERVICES	.00	14,994.03	12,000.00	(2,994.03)	125.0
10-12-5207 INSURANCE	.00	27,292.30	40,000.00	12,707.70	68.2
10-12-5209 CLEANING SERVICES	.00	5,187.50	6,000.00	812.50	86.5
10-12-5230 PRINTING AND PUBLISHING	30.60	2,194.17	8,500.00	6,305.83	25.8
10-12-5233 TECHNOLOGY SERVICES	.00	35,364.92	18,000.00	(17,364.92)	196.5
10-12-5234 TECHNOLOGY BACK UP	.00	.00	7,500.00	7,500.00	.0
10-12-5235 SOFTWARE MAINTENANCE	.00	16,928.00	16,000.00	(928.00)	105.8
10-12-5320 DUES, LICENSE, PERMITS	.00	11,925.63	18,000.00	6,074.37	66.3
10-12-5342 TRAVEL & EDUCATION	.00	7,239.11	10,000.00	2,760.89	72.4
10-12-5344 TRAVEL	.00	363.21	2,500.00	2,136.79	14.5
10-12-5350 COMMUNITY PROJECT	.00	(658.71)	2,000.00	2,658.71	(32.9)
10-12-5355 MISCELLANEOUS EXPENSE	.00	2,725.86	500.00	(2,225.86)	545.2
10-12-5413 TELEPHONE	.00	6,033.38	10,000.00	3,966.62	60.3
10-12-5415 UTILITIES	.00	9,972.06	17,000.00	7,027.94	58.7
10-12-5504 CITY HALL MAINTENANCE	.00	5,100.66	10,000.00	4,899.34	51.0
10-12-5600 EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
10-12-5606 EQUIPMENT LEASE	.00	2,296.80	3,000.00	703.20	76.6
10-12-5818 COMMUNITY DONATIONS	.00	4,000.00	4,000.00	.00	100.0
10-12-5819 COMMUNITY ASSISTANCE	492.45	4,984.97	16,000.00	11,015.03	31.2
10-12-5820 COMMUNITY EVENT	577.26	7,964.61	10,000.00	2,035.39	79.7
TOTAL ADMIN	885.88	251,116.00	308,250.00	57,134.00	81.5
<u>COUNCIL</u>					
10-13-5310 STIPEND	.00	4,600.00	5,000.00	400.00	92.0
10-13-5342 TRAVEL & EDUCATION	.00	1,215.70	500.00	(715.70)	243.1
10-13-5344 TRAVEL	.00	.00	200.00	200.00	.0
10-13-5355 COUNCIL EXPENSE	.00	614.06	1,800.00	1,185.94	34.1
TOTAL COUNCIL	.00	6,429.76	7,500.00	1,070.24	85.7
<u>COURT</u>					
10-14-5211 MUNI COURT JUDGE	.00	4,000.00	5,000.00	1,000.00	80.0
10-14-5306 STATE ASSESSMENT	.00	1,318.00	1,500.00	182.00	87.9
10-14-5313 COUNTY JAIL ASSESSMENT	.00	256.00	500.00	244.00	51.2
10-14-5320 DUES, LICENSE, PERMITS	.00	90.00	100.00	10.00	90.0
TOTAL COURT	.00	5,664.00	7,100.00	1,436.00	79.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PLANNING</u>					
10-17-5203	LEGAL SERVICES	.00	2,891.28	5,000.00	2,108.72	57.8
10-17-5204	ENGINEERING SERVICES	(9,133.75)	34,433.75	33,000.00	(1,433.75)	104.3
10-17-5214	PLANNING SERVICES	105.54	16,810.16	22,000.00	5,189.84	76.4
10-17-5230	PRINTING AND PUBLISHING	.00	1,504.29	1,000.00	(504.29)	150.4
10-17-5233	TECHNOLOGY SERVICES	.00	.00	500.00	500.00	.0
10-17-5342	TRAVEL & EDUCATION	.00	811.04	1,000.00	188.96	81.1
	TOTAL PLANNING	(9,028.21)	56,450.52	62,500.00	6,049.48	90.3
	<u>PUBLIC SAFETY</u>					
10-18-5000	SALARIES	.00	41,884.32	54,000.00	12,115.68	77.6
10-18-5020	PAYROLL TAX	.00	3,651.40	3,600.00	(51.40)	101.4
10-18-5040	BENEFITS	.00	22,450.67	25,000.00	2,549.33	89.8
10-18-5060	PERS	.00	3,820.31	2,300.00	(1,520.31)	166.1
10-18-5090	WORKERS COMP	.00	16.89	100.00	83.11	16.9
10-18-5120	FUEL	.00	1,110.88	2,500.00	1,389.12	44.4
10-18-5137	SUPPLIES	.00	358.75	3,000.00	2,641.25	12.0
10-18-5217	POLICE SERVICES CONTRACT	.00	371,714.70	415,000.00	43,285.30	89.6
10-18-5233	TECHNOLOGY SERVICES	.00	446.91	2,250.00	1,803.09	19.9
10-18-5302	DUES YCOM	.00	23,622.00	30,000.00	6,378.00	78.7
10-18-5342	TRAVEL & EDUCATION	.00	1,087.76	1,000.00	(87.76)	108.8
10-18-5413	TELEPHONE	.00	366.35	800.00	433.65	45.8
10-18-5504	EQUIPMENT MAINTENANCE	.00	3,156.13	6,000.00	2,843.87	52.6
	TOTAL PUBLIC SAFETY	.00	473,687.07	545,550.00	71,862.93	86.8
	<u>STREET LIGHTS</u>					
10-19-5400	STREET LIGHTS	.00	28,256.38	32,000.00	3,743.62	88.3
	TOTAL STREET LIGHTS	.00	28,256.38	32,000.00	3,743.62	88.3
	<u>SPECIAL</u>					
10-60-5758	DOWNTOWN LOAN	.00	.00	15,000.00	15,000.00	.0
10-60-5900	EID TAX DISBURSEMENT	.00	8,726.88	9,800.00	1,073.12	89.1
	TOTAL SPECIAL	.00	8,726.88	24,800.00	16,073.12	35.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	.00	74,316.06	114,500.00	40,183.94	64.9
10-65-5020 PAYROLL TAX	.00	8,066.48	9,000.00	933.52	89.6
10-65-5040 BENEFITS	.00	26,406.55	40,000.00	13,593.45	66.0
10-65-5060 PERS	.00	5,860.73	6,000.00	139.27	97.7
10-65-5090 WORKERS COMP	.00	37.83	500.00	462.17	7.6
10-65-5100 BOOKS CHILDREN	.00	4,371.30	4,800.00	428.70	91.1
10-65-5101 AUDIO VISUAL CHILDREN	.00	967.72	1,200.00	232.28	80.6
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	2,967.72	3,000.00	32.28	98.9
10-65-5126 POSTAGE	5.14	5.14	200.00	194.86	2.6
10-65-5137 SUPPLIES	.00	2,934.71	3,000.00	65.29	97.8
10-65-5200 CONTRACT SERVICES	.00	3,102.73	2,000.00	(1,102.73)	155.1
10-65-5233 TECHNOLOGY SERVICES	.00	3,101.29	4,500.00	1,398.71	68.9
10-65-5320 DUES, LICENSE, PERMITS	.00	449.00	1,000.00	551.00	44.9
10-65-5321 SUBSCRIPTIONS	.00	.00	100.00	100.00	.0
10-65-5342 TRAVEL & EDUCATION	.00	505.00	500.00	(5.00)	101.0
10-65-5344 TRAVEL	.00	.00	100.00	100.00	.0
10-65-5350 PARKING LOT LEASE	.00	504.00	510.00	6.00	98.8
10-65-5413 TELEPHONE	.00	478.95	800.00	321.05	59.9
10-65-5415 UTILITIES	.00	4,817.95	5,800.00	982.05	83.1
10-65-5504 LIBRARY MAINTENANCE	.00	1,083.79	2,000.00	916.21	54.2
10-65-5600 EQUIPMENT REPAIR	.00	.00	3,000.00	3,000.00	.0
10-65-5606 EQUIPMENT LEASE	.00	1,166.18	1,500.00	333.82	77.8
10-65-5912 READY TO READ GRANT	.00	1,022.46	1,000.00	(22.46)	102.3
10-65-5914 OTHER GRANTS	.00	8,519.24	20,000.00	11,480.76	42.6
10-65-5915 OREGON HUMANITIES GRANT	.00	3,626.98	5,000.00	1,373.02	72.5
10-65-9990 RESERVE FOR FUTURE	.00	.00	8,000.00	8,000.00	.0
TOTAL LIBRARY	5.14	154,311.81	238,010.00	83,698.19	64.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>						
10-66-5000	SALARIES	.00	49,724.72	60,000.00	10,275.28	82.9
10-66-5001	PW ALLOCATED PAYROLL	.00	.00	4,659.00	4,659.00	.0
10-66-5020	PAYROLL TAX	.00	4,573.89	4,200.00	(373.89)	108.9
10-66-5040	BENEFITS	.00	19,932.27	15,000.00	(4,932.27)	132.9
10-66-5060	PERS	.00	4,937.76	2,500.00	(2,437.76)	197.5
10-66-5090	WORKERS COMP	.00	21.47	200.00	178.53	10.7
10-66-5120	FUEL	.00	3,202.79	3,500.00	297.21	91.5
10-66-5137	SUPPLIES	.00	2,149.24	1,800.00	(349.24)	119.4
10-66-5140	UNIFORMS	.00	1,155.37	900.00	(255.37)	128.4
10-66-5200	CONTRACT SERVICES	.00	4,538.17	6,000.00	1,461.83	75.6
10-66-5233	TECHNOLOGY SERVICES	.00	.00	2,250.00	2,250.00	.0
10-66-5342	TRAVEL & EDUCATION	.00	.00	500.00	500.00	.0
10-66-5413	TELEPHONE	.00	454.39	900.00	445.61	50.5
10-66-5415	UTILITIES	.00	4,154.25	6,000.00	1,845.75	69.2
10-66-5504	PARK MAINTENANCE	.00	4,239.23	4,000.00	(239.23)	106.0
10-66-5510	PARK IMPROVEMENTS	.00	4,322.86	2,500.00	(1,822.86)	172.9
10-66-5512	POND AQUATIC WEED CONTROL	.00	22,935.00	35,000.00	12,065.00	65.5
10-66-5600	EQUIPMENT MAINTENANCE	.00	1,041.91	2,000.00	958.09	52.1
10-66-6000	CAPITAL OUTLAY	.00	3,020.79	3,500.00	479.21	86.3
10-66-6001	HUDDLESTON POND GRANT EXPENSE	.00	9,991.00	1,942,900.00	1,932,909.00	.5
10-66-9615	PW EXPENSE ALLOCATION	.00	.00	1,046.00	1,046.00	.0
TOTAL PARKS		.00	140,395.11	2,099,355.00	1,958,959.89	6.7
<u>MUSEUM</u>						
10-67-5137	SUPPLIES	.00	188.80	1,000.00	811.20	18.9
10-67-5200	CONTRACT SERVICES	.00	911.40	800.00	(111.40)	113.9
10-67-5233	TECHNOLOGY SERVICES	.00	4,295.50	2,250.00	(2,045.50)	190.9
10-67-5310	STIPEND	.00	3,600.00	3,600.00	.00	100.0
10-67-5320	DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-67-5413	TELEPHONE	.00	398.15	900.00	501.85	44.2
10-67-5415	UTILITIES	.00	4,355.70	5,500.00	1,144.30	79.2
10-67-5504	MUSEUM MAINTENANCE	.00	570.34	2,000.00	1,429.66	28.5
10-67-5601	COLLECTION ACQUISITION	.00	.00	500.00	500.00	.0
10-67-5820	EVENTS	.00	.00	750.00	750.00	.0
10-67-6001	GRANTS	.00	6,184.71	7,965.00	1,780.29	77.7
10-67-9990	RESERVE FOR FUTURE	.00	.00	3,500.00	3,500.00	.0
TOTAL MUSEUM		.00	20,504.60	28,865.00	8,360.40	71.0
<u>CEMETERY</u>						
10-68-5200	CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
10-68-5510	LANDSCAPE MAINTENANCE	.00	9,600.00	12,000.00	2,400.00	80.0
10-68-5513	PORTABLE RESTROOM	.00	225.00	1,000.00	775.00	22.5
TOTAL CEMETERY		.00	9,825.00	15,000.00	5,175.00	65.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PAYROLL ADMIN</u>					
10-70-5000	SALARIES	.00	213,627.40	305,000.00	91,372.60	70.0
10-70-5002	ADMIN ALLOCATED PAYROLL	(228,764.00)	(228,764.00)	(447,700.00)	(218,936.00)	(51.1)
10-70-5020	PAYROLL TAX	.00	16,679.79	24,000.00	7,320.21	69.5
10-70-5040	BENEFITS	.00	84,959.23	80,000.00	(4,959.23)	106.2
10-70-5060	PERS	.00	19,125.87	30,000.00	10,874.13	63.8
10-70-5090	WORKERS COMP	.00	5,366.27	8,700.00	3,333.73	61.7
	<u>TOTAL PAYROLL ADMIN</u>	<u>(228,764.00)</u>	<u>110,994.56</u>	<u>.00</u>	<u>(110,994.56)</u>	<u>.0</u>
	<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000	SALARY - WAGES	.00	384,547.16	305,000.00	(79,547.16)	126.1
10-71-5001	PW ALLOCATED PAYROLL	(505,527.00)	(505,527.00)	(465,800.00)	39,727.00	(108.5)
10-71-5020	PAYROLL TAX	.00	28,068.78	23,000.00	(5,068.78)	122.0
10-71-5040	BENEFITS	.00	66,450.92	110,000.00	43,549.08	60.4
10-71-5060	PERS	.00	21,020.68	20,000.00	(1,020.68)	105.1
10-71-5090	WORKERS COMP	.00	5,439.31	7,800.00	2,360.69	69.7
	<u>TOTAL PAYROLL PUBLIC WORKS</u>	<u>(505,527.00)</u>	<u>(.15)</u>	<u>.00</u>	<u>.15</u>	<u>.0</u>
	<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120	GAS - OIL	.00	1,711.23	5,000.00	3,288.77	34.2
10-72-5137	SUPPLIES	.00	2,565.55	4,000.00	1,434.45	64.1
10-72-5140	UNIFORMS - TOWELS	.00	1,199.93	2,000.00	800.07	60.0
10-72-5200	CONTRACT SERVICES	.00	612.50	800.00	187.50	76.6
10-72-5203	LEGAL SERVICES	.00	3,783.00	1,500.00	(2,283.00)	252.2
10-72-5207	INSURANCE	.00	48,000.00	48,000.00	.00	100.0
10-72-5233	TECHNOLOGY SERVICES	.00	2,897.50	4,500.00	1,602.50	64.4
10-72-5320	DUES, LICENSE, PERMITS	.00	1,297.99	1,500.00	202.01	86.5
10-72-5342	CONFERENCE/SEMINAR/TRAINING	.00	780.51	2,800.00	2,019.49	27.9
10-72-5344	TRAVEL	.00	39.53	1,500.00	1,460.47	2.6
10-72-5415	UTILITIES	.00	11,497.57	15,000.00	3,502.43	76.7
10-72-5504	REPAIRS - MAINTENANCE	.00	2,317.53	10,000.00	7,682.47	23.2
10-72-5507	EQUIPMENT MAINTENANCE	.00	960.41	2,000.00	1,039.59	48.0
10-72-5600	EQUIPMENT	.00	2,721.12	6,000.00	3,278.88	45.4
10-72-9615	FUND/DEPT ALLOCATIONS	(80,384.00)	(80,384.00)	(104,600.00)	(24,216.00)	(76.9)
	<u>TOTAL PUBLIC WORKS OPERATIONS</u>	<u>(80,384.00)</u>	<u>.37</u>	<u>.00</u>	<u>(.37)</u>	<u>.0</u>
	<u>CAPITAL</u>					
10-80-6002	CAPITAL OUTLAY	.00	38,752.26	58,000.00	19,247.74	66.8
10-80-6003	CAPITAL OUTLAY - PARKS PUMP TR	.00	206,883.10	395,000.00	188,116.90	52.4
10-80-6011	CAPITAL OUTLAY-OPRD GRANT	.00	419,677.01	490,000.00	70,322.99	85.7
	<u>TOTAL CAPITAL</u>	<u>.00</u>	<u>665,312.37</u>	<u>943,000.00</u>	<u>277,687.63</u>	<u>70.6</u>

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TRANSFER</u>					
10-90-9610	OVERHEAD CHARGE	(173,409.00)	(173,409.00)	(194,639.00)	(21,230.00)	(89.1)
	TOTAL TRANSFER	(173,409.00)	(173,409.00)	(194,639.00)	(21,230.00)	(89.1)
	<u>CONTINGENCY</u>					
10-99-9900	CONTINGENCY	.00	.00	305,794.00	305,794.00	.0
	TOTAL CONTINGENCY	.00	.00	305,794.00	305,794.00	.0
	TOTAL FUND EXPENDITURES	(996,221.19)	1,758,265.28	4,423,085.00	2,664,819.72	39.8
	NET REVENUE OVER EXPENDITURES	<u>1,079,906.44</u>	<u>(386,501.71)</u>	<u>.00</u>	<u>386,501.71</u>	<u>.0</u>

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

PARKS SDC FUND

ASSETS

11-00-1009	CASH ALLOCATED	57,512.00	
	TOTAL ASSETS		57,512.00

LIABILITIES AND EQUITY

FUND EQUITY

11-00-3100	FUND BALANCE, RESTRICTED	23,630.00	
	REVENUE OVER EXPENDITURES - YTD	33,882.00	
	BALANCE - CURRENT DATE	57,512.00	
	TOTAL FUND EQUITY		57,512.00
	TOTAL LIABILITIES AND EQUITY		57,512.00

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
11-10-4000 BEGINNING FUND BALANCE	.00	.00	23,000.00	23,000.00	.0
11-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	35,882.00	25,000.00	(10,882.00)	143.5
TOTAL DEPARTMENT 10	.00	35,882.00	48,000.00	12,118.00	74.8
TOTAL FUND REVENUE	.00	35,882.00	48,000.00	12,118.00	74.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

PARKS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TRANSFER</u>					
11-90-9750	DEBT SERVICE TRANSFER TO 10	2,000.00	2,000.00	2,000.00	.00	100.0
	TOTAL TRANSFER	2,000.00	2,000.00	2,000.00	.00	100.0
	<u>CONTINGENCY</u>					
11-99-9900	CONTINGENCY	.00	.00	46,000.00	46,000.00	.0
	TOTAL CONTINGENCY	.00	.00	46,000.00	46,000.00	.0
	TOTAL FUND EXPENDITURES	2,000.00	2,000.00	48,000.00	46,000.00	4.2
	NET REVENUE OVER EXPENDITURES	(2,000.00)	33,882.00	.00	(33,882.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	120,528.62	
20-00-1400	VEHICLES	178,234.74	
20-00-1410	SYSTEMS	326,802.35	
20-00-1440	EQUIPMENT	2,000.00	
20-00-1490	ACCUMULATED DEPRECIATION	(53,306.65)	
TOTAL ASSETS			574,259.06

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	(281.84)	
20-00-2200	LOAN-SWEEPER	44,442.62	
TOTAL LIABILITIES			44,160.78

FUND EQUITY

20-00-3000	FUND BALANCE	481,964.67	
20-00-3100	FUND BALANCE CAPITAL LESS DEBT	26,953.36	
REVENUE OVER EXPENDITURES - YTD		21,180.25	
BALANCE - CURRENT DATE		530,098.28	
TOTAL FUND EQUITY			530,098.28
TOTAL LIABILITIES AND EQUITY			574,259.06

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE	.00	.00	70,683.00	70,683.00	.0
20-10-4101 STREET LIGHT FEE	.00	.10	.00	(.10)	.0
20-10-4115 STATE HIGHWAY REVENUE	.00	183,956.33	200,000.00	16,043.67	92.0
20-10-4901 MISCELLANEOUS INCOME	.00	3,240.72	.00	(3,240.72)	.0
TOTAL DEPARTMENT 10	.00	187,197.15	270,683.00	83,485.85	69.2
<hr/>					
20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	.00	100,000.00	100,000.00	.0
TOTAL DEPARTMENT 81	.00	.00	100,000.00	100,000.00	.0
TOTAL FUND REVENUE	.00	187,197.15	370,683.00	183,485.85	50.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>					
20-11-5001 PW ALLOCATED PAYROLL	50,552.70	50,552.70	63,744.00	13,191.30	79.3
20-11-5002 ADMIN ALLOCATED PAYROLL	22,944.00	22,944.00	26,636.00	3,692.00	86.1
20-11-5120 FUEL	.00	3,639.59	2,500.00	(1,139.59)	145.6
20-11-5137 SUPPLIES	.00	284.82	300.00	15.18	94.9
20-11-5140 UNIFORMS - TOWELS	.00	346.67	250.00	(96.67)	138.7
20-11-5204 ENGINEERING SERVICES	.00	6,900.00	8,000.00	1,100.00	86.3
20-11-5233 TECHNOLOGY SERVICES	.00	.00	2,250.00	2,250.00	.0
20-11-5413 TELEPHONE	.00	328.93	500.00	171.07	65.8
20-11-5415 UTILITIES	.00	6.70	.00	(6.70)	.0
20-11-5504 REPAIRS - MAINTENANCE	.00	2,627.50	3,000.00	372.50	87.6
20-11-5522 STREET MAINTENANCE	.00	16,471.36	50,000.00	33,528.64	32.9
20-11-5523 TRAFFIC CONTROL	.00	.00	2,000.00	2,000.00	.0
20-11-5600 EQUIPMENT MAINTENANCE	.00	574.09	10,000.00	9,425.91	5.7
TOTAL EXPENDITURE	73,496.70	104,676.36	169,180.00	64,503.64	61.9
<u>CAPITAL</u>					
20-80-6000 CAPITAL IMPROVEMENTS	.00	40,910.14	45,000.00	4,089.86	90.9
TOTAL CAPITAL	.00	40,910.14	45,000.00	4,089.86	90.9
<u>SCA GRANT</u>					
20-81-5909 SCA GRANT	.00	.00	100,000.00	100,000.00	.0
TOTAL DEPARTMENT 81	.00	.00	100,000.00	100,000.00	.0
<u>TRANSFER</u>					
20-90-9232 TRANSFER IN	(5,000.00)	(5,000.00)	(5,000.00)	.00	(100.0)
20-90-9610 OVERHEAD ALLOCATION	17,392.00	17,392.00	26,636.00	9,244.00	65.3
20-90-9615 PW EXPENSE ALLOCATION	8,038.40	8,038.40	14,314.00	6,275.60	56.2
TOTAL TRANSFER	20,430.40	20,430.40	35,950.00	15,519.60	56.8
<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	20,553.00	20,553.00	.0
TOTAL CONTINGENCY	.00	.00	20,553.00	20,553.00	.0
TOTAL FUND EXPENDITURES	93,927.10	166,016.90	370,683.00	204,666.10	44.8
NET REVENUE OVER EXPENDITURES	(93,927.10)	21,180.25	.00	(21,180.25)	.0

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	339,692.00	
	TOTAL ASSETS		339,692.00

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	225,698.00	
	REVENUE OVER EXPENDITURES - YTD	23,994.00	
	BALANCE - CURRENT DATE	339,692.00	
	TOTAL FUND EQUITY		339,692.00
	TOTAL LIABILITIES AND EQUITY		339,692.00

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

STREET SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000	BEGINNING FUND BALANCE	.00	.00	295,149.00	295,149.00	.0
21-10-4421	SYSTEM DEVELOPMENT CHARGES	.00	28,994.00	25,000.00	(3,994.00)	116.0
	TOTAL DEPARTMENT 10	.00	28,994.00	320,149.00	291,155.00	9.1
	TOTAL FUND REVENUE	.00	28,994.00	320,149.00	291,155.00	9.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

STREET SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000	CAPITAL OUTLAY	.00	.00	100,000.00	100,000.00	.0
	TOTAL DEPARTMENT 80	.00	.00	100,000.00	100,000.00	.0
21-90-9750	DEBT SERVICE TRANSFER TO 20	5,000.00	5,000.00	5,000.00	.00	100.0
	TOTAL DEPARTMENT 90	5,000.00	5,000.00	5,000.00	.00	100.0
	CONTINGENCY					
21-99-9900	CONTINGENCY	.00	.00	215,149.00	215,149.00	.0
	TOTAL CONTINGENCY	.00	.00	215,149.00	215,149.00	.0
	TOTAL FUND EXPENDITURES	5,000.00	5,000.00	320,149.00	315,149.00	1.6
	NET REVENUE OVER EXPENDITURES	(5,000.00)	23,994.00	.00	(23,994.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	144,534.60	
30-00-1251	UTILITY RECEIVABLE	96,895.31	
30-00-1253	GRANT RECEIVABLE	1,325,594.00	
30-00-1300	INVENTORY	16,262.00	
30-00-1400	LAND	122,298.00	
30-00-1410	SYSTEMS	9,792,627.09	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	617,512.28	
30-00-1440	EQUIPMENT	441,898.88	
30-00-1460	VEHICLES	77,347.70	
30-00-1490	ACCUMULATED DEPRECIATION	(2,317,615.45)	
TOTAL ASSETS			10,317,742.41

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	1,623,686.27	
30-00-2100	ACCRUED PAYROLL	3,892.48	
30-00-2150	ACCRUED VACATION	3,196.25	
30-00-2300	WATER DEPOSITS	56,406.99	
30-00-2820	ACCRUED INTEREST	11,588.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	618,052.40	
30-00-2832	BUSINESS OREGON LOAN	1,502,334.00	
30-00-2833	OBDD WATER PROJECT LOAN Y22002	145,754.00	
TOTAL LIABILITIES			3,964,910.39

FUND EQUITY

30-00-3000	FUND BALANCE	3,193,306.99	
30-00-3050	FUND BALANCE - RESTRICTED	52,813.00	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,838,068.06	
REVENUE OVER EXPENDITURES - YTD		1,268,643.97	
BALANCE - CURRENT DATE		6,352,832.02	
TOTAL FUND EQUITY			6,352,832.02
TOTAL LIABILITIES AND EQUITY			10,317,742.41

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE	.00	.00	1,326,837.00	1,326,837.00	.0
30-10-4330 WATER REVENUE	.00	1,003,766.38	982,000.00	(21,766.38)	102.2
30-10-4332 NEW CONNECTION FEE	.00	3,310.43	4,000.00	689.57	82.8
30-10-4337 DOUBLE CHECK VALVE	.00	1,500.00	2,000.00	500.00	75.0
30-10-4350 RECOVERY BAD DEBT	.00	.00	1,000.00	1,000.00	.0
30-10-4581 PENALTY AND FEES	.00	4,396.28	2,500.00	(1,896.28)	175.9
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	460.00	200.00	(260.00)	230.0
30-10-4600 BUS. OREGON GRANT	.00	.00	1,000.00	1,000.00	.0
30-10-4601 COVID CDBG	.00	83,500.00	74,000.00	(9,500.00)	112.8
30-10-4602 CDBG GRANT	.00	13,753.00	1,000,000.00	986,247.00	1.4
30-10-4603 BUS OREGON - WATER GRANT	.00	386,669.00	100,000.00	(286,669.00)	386.7
30-10-4610 BUS. OREGON LOAN	.00	.00	100,000.00	100,000.00	.0
30-10-4611 BUS OREGON-WATER LOAN	.00	386,669.00	100,000.00	(286,669.00)	386.7
30-10-4612 SAFE DRINK WATER LOAN	.00	935,448.00	100,000.00	(835,448.00)	935.5
30-10-4613 SAFE DRINK WATER FORGIVE LOAN	.00	530,000.00	1,000.00	(529,000.00)	53000.0
30-10-4614 SCHOOL DIST MATCH	.00	140,000.00	1,000.00	(139,000.00)	14000.0
30-10-4901 MISCELLANEOUS INCOME	.00	249.29	100.00	(149.29)	249.3
30-10-4905 SALE OF ASSETS	.00	.00	100.00	100.00	.0
30-10-4915 ARPA FUNDS-CONGRESSIONAL	.00	1,353,758.54	2,000,000.00	646,241.46	67.7
TOTAL DEPARTMENT 10	.00	4,843,479.92	5,795,737.00	952,257.08	83.6
TOTAL FUND REVENUE	.00	4,843,479.92	5,795,737.00	952,257.08	83.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>					
30-11-5000 SALARY - WAGES	.00	108,383.91	120,000.00	11,616.09	90.3
30-11-5001 PW ALLOCATED PAYROLL	237,597.69	237,597.69	206,271.00	(31,326.69)	115.2
30-11-5002 ADMIN ALLOCATED PAYROLL	108,153.00	108,153.00	88,139.00	(20,014.00)	122.7
30-11-5020 PAYROLL TAX	.00	8,534.13	9,000.00	465.87	94.8
30-11-5040 BENEFITS	.00	10,081.04	10,500.00	418.96	96.0
30-11-5060 PERS	.00	8,932.08	8,000.00	(932.08)	111.7
30-11-5090 WORKERS COMP	.00	25.17	150.00	124.83	16.8
30-11-5105 BAD DEBT	.00	.00	2,000.00	2,000.00	.0
30-11-5108 CHEMICALS	.00	35,742.12	30,000.00	(5,742.12)	119.1
30-11-5120 FUEL	.00	1,711.17	4,000.00	2,288.83	42.8
30-11-5123 MERCHANT FEES	342.85	7,384.54	8,000.00	615.46	92.3
30-11-5126 POSTAGE	.00	663.92	.00	(663.92)	.0
30-11-5137 SUPPLIES	.00	2,310.77	3,000.00	689.23	77.0
30-11-5140 UNIFORMS	.00	2,101.19	1,500.00	(601.19)	140.1
30-11-5200 CONTRACT SERVICES	.00	7,847.47	2,500.00	(5,347.47)	313.9
30-11-5204 ENGINEERING SERVICES	.00	3,373.75	10,000.00	6,626.25	33.7
30-11-5230 PRINTING AND PUBLISHING	.00	5,757.22	5,500.00	(257.22)	104.7
30-11-5233 TECHNOLOGY SERVICES	.00	5,663.13	4,500.00	(1,163.13)	125.9
30-11-5250 SYSTEM ANALYSIS	.00	3,073.00	6,000.00	2,927.00	51.2
30-11-5320 DUES, LICENSE, PERMITS	.00	4,425.12	1,800.00	(2,625.12)	245.8
30-11-5342 TRAVEL & EDUCATION	.00	2,437.72	1,000.00	(1,437.72)	243.8
30-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
30-11-5355 MISCELLANEOUS EXPENSE	.00	830.45	100.00	(730.45)	830.5
30-11-5413 TELEPHONE	.00	3,586.96	3,800.00	213.04	94.4
30-11-5415 UTILITIES	.00	66,178.06	50,000.00	(16,178.06)	132.4
30-11-5504 WATER PLANT MAINTENANCE	.00	13,261.56	15,000.00	1,738.44	88.4
30-11-5530 WATER DISTRIBUTION MAINTENANCE	.00	50,630.68	55,000.00	4,369.32	92.1
30-11-5531 INFRASTRUCTURE IMPROVEMENTS	.00	23,318.53	40,000.00	16,681.47	58.3
30-11-5600 EQUIPMENT MAINTENANCE	.00	3,212.20	10,000.00	6,787.80	32.1
30-11-5605 HYDRANT REPLACEMENT	.00	8,262.87	8,000.00	(262.87)	103.3
TOTAL EXPENDITURE	346,093.54	733,479.45	703,860.00	(29,619.45)	104.2
30-80-6000 CAPITAL	.00	69,105.35	80,000.00	10,894.65	86.4
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
30-80-6003 CAPITAL-YAMHILL ARPA	.00	.00	1,000.00	1,000.00	.0
30-80-6010 COVID CDBG GRANT	.00	74,000.49	74,000.00	(.49)	100.0
30-80-6011 CDBG GRANT	.00	46,201.75	1,000,000.00	953,798.25	4.6
30-80-6012 BUS OREGON WATER GRANT	.00	476,035.59	100,000.00	(376,035.59)	476.0
30-80-6013 BUS OREGON WATER LOAN	.00	390,023.94	100,000.00	(290,023.94)	390.0
30-80-6014 SAFE DRINK WATER LOAN	.00	225,803.16	100,000.00	(125,803.16)	225.8
30-80-6015 SAFE DRINK WATER FORGIVE LOAN	.00	.00	1,000.00	1,000.00	.0
30-80-6016 SCHOOL DIST MATCH	.00	.00	1,000.00	1,000.00	.0
30-80-6017 ARPA CONGRESSIONAL FUNDS	.00	1,353,758.74	2,000,000.00	646,241.26	67.7
TOTAL DEPARTMENT 80	.00	2,634,929.02	3,462,000.00	827,070.98	76.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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30-82-8030	USDA WATER PRINCIPAL	.00	24,010.20	28,000.00	3,989.80	85.8
30-82-8035	USDA WATER INTEREST	.00	28,802.80	32,000.00	3,197.20	90.0
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	TOTAL DEPARTMENT 82	.00	52,813.00	60,000.00	7,187.00	88.0
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TRANSFER						
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30-90-9110	IN LIEU OF FRANCHISE FEE	47,851.00	47,851.00	49,635.00	1,784.00	96.4
30-90-9231	TRANSFER IN	(14,000.00)	(14,000.00)	(14,000.00)	.00	(100.0)
30-90-9610	OVERHEAD ALLOCATION	81,983.00	81,983.00	88,139.00	6,156.00	93.0
30-90-9615	PW EXPENSE ALLOCATION	37,780.48	37,780.48	46,320.00	8,539.52	81.6
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	TOTAL TRANSFER	153,614.48	153,614.48	170,094.00	16,479.52	90.3
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CONTINGENCY						
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30-99-9900	CONTINGENCY	.00	.00	1,399,783.00	1,399,783.00	.0
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	TOTAL CONTINGENCY	.00	.00	1,399,783.00	1,399,783.00	.0
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	TOTAL FUND EXPENDITURES	499,708.02	3,574,835.95	5,795,737.00	2,220,901.05	61.7
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	NET REVENUE OVER EXPENDITURES	(499,708.02)	1,268,643.97	.00	(1,268,643.97)	.0
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CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	157,969.03	
	TOTAL ASSETS		157,969.03

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	72,779.03	
31-00-3100	FUND BALANCE, RESTRICTED	66,990.00	
	REVENUE OVER EXPENDITURES - YTD	18,200.00	
	BALANCE - CURRENT DATE	157,969.03	
	TOTAL FUND EQUITY		157,969.03
	TOTAL LIABILITIES AND EQUITY		157,969.03

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE	.00	.00	122,997.00	122,997.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	32,200.00	30,000.00	(2,200.00)	107.3
TOTAL DEPARTMENT 10	.00	32,200.00	152,997.00	120,797.00	21.1
TOTAL FUND REVENUE	.00	32,200.00	152,997.00	120,797.00	21.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TRANSFER</u>					
31-90-9750	DEBT SERVICE TRANSFER TO 30	14,000.00	14,000.00	14,000.00	.00	100.0
	TOTAL TRANSFER	14,000.00	14,000.00	14,000.00	.00	100.0
	<u>CONTINGENCY</u>					
31-99-9900	CONTINGENCY	.00	.00	138,997.00	138,997.00	.0
	TOTAL CONTINGENCY	.00	.00	138,997.00	138,997.00	.0
	TOTAL FUND EXPENDITURES	14,000.00	14,000.00	152,997.00	138,997.00	9.2
	NET REVENUE OVER EXPENDITURES	(14,000.00)	18,200.00	.00	(18,200.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	860,754.39	
40-00-1251	UTILITY RECEIVABLE	83,098.80	
40-00-1300	INVENTORY	16,262.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,680,846.39	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	316,349.04	
40-00-1440	EQUIPMENT	374,102.38	
40-00-1460	VEHICLES	113,702.47	
40-00-1490	ACCUMULATED DEPRECIATION	(3,317,561.72)	
TOTAL ASSETS			2,554,367.75

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	(8,136.91)	
40-00-2100	ACCRUED PAYROLL	2,376.36	
40-00-2150	ACCRUED VACATION	1,570.59	
40-00-2400	SEWER DEPOSITS	53,179.75	
40-00-2820	ACCRUED INTEREST	18,385.00	
40-00-2840	WASTEWATER TREATMENT G0300	530,004.00	
TOTAL LIABILITIES			597,378.79

FUND EQUITY

40-00-3000	FUND BALANCE	1,069,962.49	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	814,962.85	
REVENUE OVER EXPENDITURES - YTD		72,063.62	
BALANCE - CURRENT DATE		1,956,988.96	
TOTAL FUND EQUITY			1,956,988.96
TOTAL LIABILITIES AND EQUITY			2,554,367.75

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE	.00	.00	1,937,015.00	1,937,015.00	.0
40-10-4340 WASTEWATER REVENUE	.00	911,641.65	898,000.00	(13,641.65)	101.5
40-10-4342 NEW CONNECTION FEE	.00	900.00	1,500.00	600.00	60.0
40-10-4905 SALE OF CITY ASSETS	.00	.00	100.00	100.00	.0
TOTAL DEPARTMENT 10	.00	912,541.65	2,836,615.00	1,924,073.35	32.2
TOTAL FUND REVENUE	.00	912,541.65	2,836,615.00	1,924,073.35	32.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>					
40-11-5000 SALARIES	.00	49,884.34	70,000.00	20,115.66	71.3
40-11-5001 PW ALLOCATED PAYROLL	217,376.61	217,376.61	191,126.00	(26,250.61)	113.7
40-11-5002 ADMIN ALLOCATED PAYROLL	97,667.00	97,667.00	79,864.00	(17,803.00)	122.3
40-11-5020 PAYROLL TAX	.00	5,153.17	5,500.00	346.83	93.7
40-11-5040 BENEFITS	.00	10,532.63	11,000.00	467.37	95.8
40-11-5060 PERS	.00	4,860.35	4,000.00	(860.35)	121.5
40-11-5090 WORKERS COMP	.00	20.32	200.00	179.68	10.2
40-11-5105 BAD DEBT	.00	.00	2,500.00	2,500.00	.0
40-11-5108 CHEMICALS	.00	5,540.22	15,000.00	9,459.78	36.9
40-11-5120 FUEL	.00	1,711.17	4,000.00	2,288.83	42.8
40-11-5123 MERCHANT FEES	342.85	7,384.58	8,000.00	615.42	92.3
40-11-5126 POSTAGE	.00	663.91	.00	(663.91)	.0
40-11-5137 SUPPLIES	.00	975.83	3,000.00	2,024.17	32.5
40-11-5140 UNIFORMS	.00	3,322.59	2,500.00	(822.59)	132.9
40-11-5200 CONTRACT SERVICES	.00	6,168.80	37,000.00	30,831.20	16.7
40-11-5204 ENGINEERING SERVICES	.00	21,595.00	20,000.00	(1,595.00)	108.0
40-11-5230 PRINTING AND PUBLISHING	.00	5,964.01	6,000.00	35.99	99.4
40-11-5233 TECHNOLOGY SERVICES	.00	1,165.80	4,500.00	3,334.20	25.9
40-11-5250 SYSTEM ANALYSIS	.00	6,230.00	7,500.00	1,270.00	83.1
40-11-5320 DUES, LICENSE, PERMITS	.00	6,561.20	4,000.00	(2,561.20)	164.0
40-11-5342 TRAVEL & EDUCATION	.00	1,717.72	2,500.00	782.28	68.7
40-11-5413 TELEPHONE	.00	4,372.43	4,800.00	427.57	91.1
40-11-5415 UTILITIES	.00	25,954.66	35,000.00	9,045.34	74.2
40-11-5504 WASTEWATER PLANT MAINTENANCE	17.74	18,642.75	20,000.00	1,357.25	93.2
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	8,513.99	30,000.00	21,486.01	28.4
40-11-5541 INFRASTRUCTURE IMPROVEMENTS	.00	15,686.00	25,000.00	9,314.00	62.7
40-11-5600 EQUIPMENT MAINTENANCE	.00	13,467.59	8,000.00	(5,467.59)	168.3
TOTAL EXPENDITURE	315,404.20	541,132.67	600,990.00	59,857.33	90.0
<u> </u>					
40-80-6000 CAPITAL OUTLAY & INFRASTR. IMPR	.00	30,830.35	50,000.00	19,169.65	61.7
40-80-6005 CAPITAL OUTLAY-MASTER PLAN	.00	11,024.20	15,000.00	3,975.80	73.5
TOTAL DEPARTMENT 80	.00	41,854.55	65,000.00	23,145.45	64.4
<u> </u>					
40-82-8040 SEWER PRINCIPAL	.00	96,411.00	100,000.00	3,589.00	96.4
40-82-8045 SEWER INTEREST	.00	24,512.69	28,000.00	3,487.31	87.6
TOTAL DEPARTMENT 82	.00	120,923.69	128,000.00	7,076.31	94.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TRANSFER</u>					
40-90-9110	IN LIEU OF FRANCHISE FEE	42,968.00	42,968.00	44,975.00	2,007.00	95.5
40-90-9241	TRANSFER IN	(15,000.00)	(15,000.00)	(15,000.00)	.00	(100.0)
40-90-9610	OVERHEAD ALLOCATION	74,034.00	74,034.00	79,864.00	5,830.00	92.7
40-90-9615	PW EXPENSE ALLOCATION	34,565.12	34,565.12	42,920.00	8,354.88	80.5
	TOTAL TRANSFER	136,567.12	136,567.12	152,759.00	16,191.88	89.4
	<u>CONTINGENCY</u>					
40-99-9900	CONTINGENCY	.00	.00	1,889,866.00	1,889,866.00	.0
	TOTAL CONTINGENCY	.00	.00	1,889,866.00	1,889,866.00	.0
	TOTAL FUND EXPENDITURES	451,971.32	840,478.03	2,836,615.00	1,996,136.97	29.6
	NET REVENUE OVER EXPENDITURES	(451,971.32)	72,063.62	.00	(72,063.62)	.0

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	107,365.00	
	TOTAL ASSETS		107,365.00

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	29,399.00	
41-00-3100	FUND BALANCE, RESTRICTED	57,070.00	
	REVENUE OVER EXPENDITURES - YTD	20,896.00	
	BALANCE - CURRENT DATE	107,365.00	
	TOTAL FUND EQUITY		107,365.00
	TOTAL LIABILITIES AND EQUITY		107,365.00

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE	.00	.00	82,164.00	82,164.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	35,896.00	35,000.00	(896.00)	102.6
TOTAL DEPARTMENT 10	.00	35,896.00	117,164.00	81,268.00	30.6
TOTAL FUND REVENUE	.00	35,896.00	117,164.00	81,268.00	30.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

WASTEWATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000	CAPITAL OUTLAY	.00	.00	15,000.00	15,000.00	.0
	TOTAL DEPARTMENT 80	.00	.00	15,000.00	15,000.00	.0
	<u>TRANSFER</u>					
41-90-9750	DEBT SERVICE TRANSFER TO 40	15,000.00	15,000.00	15,000.00	.00	100.0
	TOTAL TRANSFER	15,000.00	15,000.00	15,000.00	.00	100.0
	<u>CONTINGENCY</u>					
41-99-9900	CONTINGENCY	.00	.00	87,164.00	87,164.00	.0
	TOTAL CONTINGENCY	.00	.00	87,164.00	87,164.00	.0
	TOTAL FUND EXPENDITURES	15,000.00	15,000.00	117,164.00	102,164.00	12.8
	NET REVENUE OVER EXPENDITURES	(15,000.00)	20,896.00	.00	(20,896.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
JUNE 30, 2025

STORM-WATER SDC FUND

ASSETS

42-00-1009	CASH ALLOCATED	4,763.00	
	TOTAL ASSETS		4,763.00

LIABILITIES AND EQUITY

FUND EQUITY

42-00-3100	FUND BALANCE, RESTRICTED	1,732.00	
	REVENUE OVER EXPENDITURES - YTD	3,031.00	
	BALANCE - CURRENT DATE	4,763.00	
	TOTAL FUND EQUITY		4,763.00
	TOTAL LIABILITIES AND EQUITY		4,763.00

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

STORM-WATER SDC FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
42-10-4431 SYSTEM DEVELOPMENT CHARGES	<u>.00</u>	<u>3,031.00</u>	<u>2,500.00</u>	<u>(531.00)</u>	<u>121.2</u>
TOTAL DEPARTMENT 10	<u>.00</u>	<u>3,031.00</u>	<u>2,500.00</u>	<u>(531.00)</u>	<u>121.2</u>
TOTAL FUND REVENUE	<u>.00</u>	<u>3,031.00</u>	<u>2,500.00</u>	<u>(531.00)</u>	<u>121.2</u>

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2025

STORM-WATER SDC FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>CONTINGENCY</u>					
42-99-9900	CONTINGENCY	.00	.00	2,500.00	2,500.00	.0
	TOTAL CONTINGENCY	.00	.00	2,500.00	2,500.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	2,500.00	2,500.00	.0
	NET REVENUE OVER EXPENDITURES	.00	3,031.00	.00	(3,031.00)	.0