

Mayor Vernon Mosser

Council Members:

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

City Staff

*City Recorder: Sue Hollis
Office Coordinator: Debra Bernard
Library: Melissa Hansen & Denise Willms
Public Works Superintendent: Jeff Brown*

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

RESOLUTION NUMBER 11.12-001

In the Matter of Establishing an Employment and Volunteer Background Check Policy

WHEREAS, the City of Willamina routinely hires full-time, part-time and seasonal employees among others; and

WHEREAS, the City also utilizes the services of volunteers in a variety of duties and capacities; and

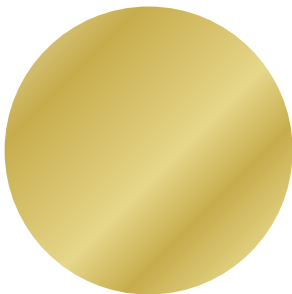
WHEREAS, the City wishes to establish an Employment and Volunteer Background Check Policy in order to better standardize it's hiring and volunteer acceptance practices;

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

Section 1. THAT the City Council hereby adopts the "City of Willamina Employment and Volunteer Background Check Policy" attached hereto as Exhibit A and by this reference made a part hereof; and

Section 2. THAT this resolution shall become effective immediately upon adoption

PASSED and ADOPTED by the City Council of the City of Willamina this **14th day of July, 2011.**



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

Attachment – Exhibit A

City of Willamina
Employment and Volunteer Background Check Policy

I. Purpose

In order to protect the City of Willamina (City), its employees, its volunteers, and the public, the City will conduct background checks on certain prospective volunteers and candidates selected for a position with the City. The purpose of this policy is to ensure that individuals who volunteer for the City, join the City's workforce, or are promoted to positions with certain responsibilities within the City are qualified for the positions for which they have applied and have accurately presented their qualifications during the hiring process. The policy's purpose is also to promote the performance of City services in a safe and professional manner.

II. Definitions

1. **"Criminal history check"** means verifying that an individual does not have any disqualifying criminal history in every jurisdiction where candidate currently resides or has resided or has been employed.
2. **"Educational verification"** means confirming that an individual possesses all educational credentials that are required for the position and listed on the employment application.
3. **"Employment verification"** means confirming that an individual actually worked in the positions listed on the application. This verification should include dates of employment and verification of position(s) held for each employer.
4. **"Initial hire"** means any new employee who has never been employed at the City of Willamina.
5. **"Internal transfer/promotions"** means those City employees or volunteers who transfer or are promoted into different positions with the City.
6. **"License and driving record verification"** means confirming that an individual possesses all the driver's licenses listed on the job description and application that qualify the individual for the position sought. It also includes verification of the status of such licenses.
7. **"Sex offender registry check"** means verifying that an individual does not appear in the national database of persons who have been convicted of certain sex crimes.

8. **“Volunteer”** is a person that applies to perform a service on the City’s behalf willingly and without pay and will perform the service among the elderly, children or other vulnerable persons. A “volunteer” for the purposes of this policy does not include elected officials or persons appointed to City boards or commissions.

III. Scope

The City conducts various background checks on volunteers, initial hires, rehired employees, and internal transfers/promotions whether part-time, full-time, or temporary. Background checks may consist of, but are not limited to the following:

- Social Security Verification
- Employment Verification
- Education Verification
- Driving Record
- Personal/Professional Reference
- Professional License/Certification Verification
- Criminal History

When applying for a position, it is the applicant’s responsibility to accurately and honestly disclose all information on a volunteer or employment application and/or a supplemental application, including employment history, education, and prior criminal convictions. Applicants who fail to truthfully disclose requested information may, at the discretion of the City Manager or designee, be denied employment or a volunteer position for falsification of their employment application materials.

All applicants will be further evaluated based on the conducted background checks. At the discretion of the City Manager or designee, any candidate who possesses an unfavorable background after determining job relatedness will not be considered for employment in the specified position. An unfavorable background includes, but is not limited to, a demonstrated pattern of irresponsible behavior or conviction of (or pled guilty or no contest to):

- a. Any sex offense.
- b. Any felony.
- c. Any misdemeanor involving violence.
- d. Any misdemeanor involving drugs or alcohol (if more than 5 years old, City may nonetheless permit on a case-by-case basis).
- e. Any other misdemeanor (if more than 3 years old, City may nonetheless permit on a case-by-case basis).

If an employee of or volunteer for the City is found to have committed a crime, misconduct, or any disgraceful conduct which reflects unfavorably on the City as an employer or public entity, such behavior may result in disciplinary action and/or termination. An employee’s or volunteer’s failure to accurately and honestly provide information requested when applying for employment or a volunteer position, such as disclosure of applicant’s criminal history, may result in disciplinary action or termination.

IV. Background Check Procedure

1. Type of Background Check

The City Manager or designee is authorized to determine what specific type of background checks/investigations are required for each position and the position advertisement or posting will notify applicants of what background checks will be performed. Factors in making this determination include but are not limited to whether the position involves:

- Direct responsibility for the care, safety, and security of people, including children and minors and the elderly (persons 60 years of age or older).
- Direct access to, or control over, cash, checks, credit cards, and/or credit card account information.
- Authority to commit financial resources of the City through contracts.
- Responsibility for operating a City-owned vehicle.
- Drivers operating City-owned vehicles for the purpose of transporting children, employees, and performing other work responsibilities, or positions with the City that require possession of a commercial driver's licenses as defined in ORS 807.031 (2009).
- Access to personal identifying information about employees, management, and the public.

The City Manager or designee will work with other departments, organizations, and agencies to obtain and assist in conducting background checks (e.g law enforcement agencies and databases, consumer reporting agencies, etc.). If the background investigation reveals possible disqualifying information, the City Manager or designee will discuss the information with the department manager or other person with direct supervisory authority over the prospective employee or volunteer to make sure the decision is made based on job or volunteer position-related factors and information.

All offers are contingent upon the City performing necessary background checks including verification of credentials, credit reports, etc., and other information that may be required by federal and state law.

The Fair Credit Reporting Act (FCRA) requires an employer to provide a copy of the consumer report to the applicant or employee and provide the applicant or employee with a copy of his/her rights under the FCRA (the "Summary of Rights Under the FCRA") before taking adverse action based upon information contained in the consumer report. For employment purposes, an "adverse action" means either: 1) a denial of employment; or 2) any other decision for employment purposes that adversely affects any current or prospective employee. **NOTE: Oregon law limits credit checks for employment purposes. Generally speaking, credit checks can only be conducted on prospective hires for: (1) police and other "public safety" positions; or (2) if credit history is "substantially job-related." Because these terms are not defined in the law,**

use of a credit check for employment purposes must occur only on a case-by-case basis and in consultation with the city attorney's office.

2. Confidentiality of Background Check

All information obtained from any of the sources listed by job applicants is kept strictly confidential by City. No employee, supervisor, or management official of City has access to such information without demonstrating a clear and compelling need for the information.

3. Signing of Release Forms

Applicants are asked to sign release form(s) authorizing the release of information by former employers, educational institutions, or other organizations contacted by the City as part of the reference and background checking process. A refusal to sign such a release form(s) may eliminate the applicant from further consideration for employment or a volunteer position with the City.

4. Penalties for Inaccurate or Fraudulent Information

Any applicant who provides misleading, erroneous, or willfully deceptive information to the City is immediately eliminated from further consideration for employment or a volunteer position. Depending on the significance of the inaccurate information, the applicant may be offered, at the City's sole discretion, an opportunity to explain or respond to the situation.

V. Release Form

I, _____, request and authorize the release of information from my record(s) in response to any requests for the same from the City of Willamina, which is considering me for employment or for a volunteer position with the City. I understand that this release of information can involve records or assessments concerning my education, employment history, employment performance and attendance, driving and criminal records, professional license certification/verification, and personal and professional references pertaining to my abilities, conduct, and other work-related characteristics or issues.

In exchange for City's consideration of my application for employment, I hereby agree not to file or pursue any complaints, claims, or legal actions against any organization or individual that provides information about me to City or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims, or legal actions against City or any of its employees, representatives, or agents arising out of their efforts to obtain information about me.

Signed: _____

Date: _____



Mayor Vernon Mosser

City Staff

Council Members:

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

City Recorder: *Sue Hollis*

Office Coordinator: *Debra Bernard*

Library: *Melissa Hansen & Denise Willms*

Public Works Director: *Jeff Brown*

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

RESOLUTION NUMBER: 11.12-002

In the Matter of Granting Authorization)
for Information and Required)
Signatures for the Willamina Cemetery)
Savings Account #5002906 at First)
Federal)

The City Council of the City of Willamina, Oregon, on the 22nd day of September, 2011, sat in regular session for the transaction of business.

WHEREAS, the City of Willamina adopted Resolution #10.11-025, Change of Principal for Willamina Cemetery, on May 12, 2011, which changed the Facility Manager of the City-owned cemetery from Donna Myrtle Barber to Sue Hollis, City Recorder; and

WHEREAS, the Willamina Cemetery funds are currently held in interest-bearing Savings Account number 5002906, at First Federal, whose main office address is PO Box 239, McMinnville OR 97128, with an office in Sheridan, Oregon; and

NOW, THEREFORE, BE IT RESOLVED by the Willamina City Council as follows:

- 1. THAT** the following person is hereby removed from account signature, information and transfer authority for the Willamina Cemetery Savings Account #5002906:

Donna Myrtle Barber

2. **THAT** the following persons are authorized to sign required forms, make deposits and withdrawals, and obtain information regarding the Willamina Cemetery Savings Account #5002906:

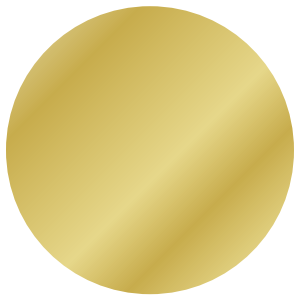
Vernon Mosser, Mayor
Ila Skyberg, Council President
Rita Baller, City Councilor

3. **THAT** the following person is authorized to have access to any and all information regarding the Willamina Cemetery Savings Account #5002906, but has no signature authority and may not authorize withdrawals from the account;

Sue C Hollis, City Recorder

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

PASSED and ADOPTED by the City Council of the City of Willamina this 22nd day of September, 2011.

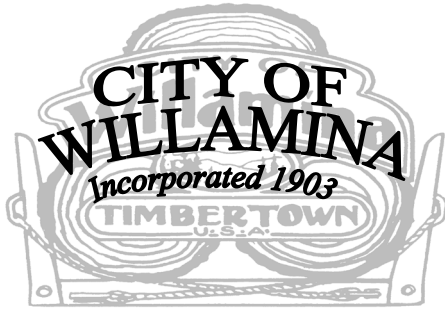


Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2011-12/R11.12-002



Mayor Vernon Mosser

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

City Staff

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

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

RESOLUTION NUMBER 11.12-003

A RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM AS THE FOUNDATION FOR INCIDENT COMMAND, COORDINATION AND SUPPORT ACTIVITIES

The City Council of the City of Willamina, Oregon, on the 22nd day of September, 2011, sat in Special Session for the transaction of business.

WHEREAS, response to and recovery from major emergencies and disasters requires integrated professional management and coordination; and

WHEREAS, the President of the United States, in Homeland Security Presidential Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (hereinafter called "NIMS") to standardize and enhance incident management procedures nationwide; and

WHEREAS, the NIMS provides a structure and process to effectively coordinate responders from multiple disciplines and levels of government and to integrate them with resources from the private sector and non-governmental organizations; and

WHEREAS, use of the NIMS, which has as a key component the Incident Command System (ICS), will improve the City of Willamina's ability to manage major emergencies and disasters; and

WHEREAS, the collective input and guidance from all Federal, State, local and tribal homeland security partners has been, and will continue to be, vital to the effective implementation and utilization of a comprehensive NIMS; and

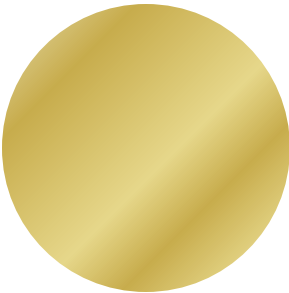
WHEREAS, failure to adopt and use the NIMS may preclude the City from receiving federal preparedness grants or reimbursement for costs expended during major emergency and disaster response and recovery operations; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

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

1. **THAT** the City of Willamina hereby adopts the NIMS as the foundation for incident command, coordination and support activities; and
2. **THAT** it shall be the policy of the City of Willamina to provide appropriate training on the NIMS and its core components to its personnel responsible for managing and/or supporting major emergency and disaster operations; and
3. **THAT** the City of Willamina will cooperate and participate with Federal, State, local and tribal authorities, particularly Yamhill County and local public safety agencies, in the training for and implementation of the NIMS in the Willamina community.
4. **THAT** this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this 22nd day of September, 2011.

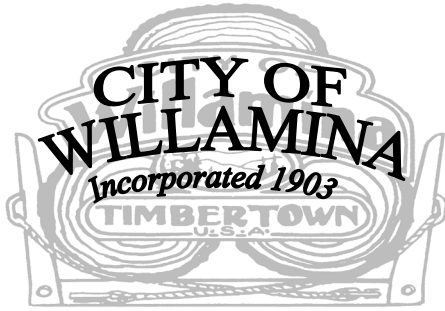


Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2011-2012/11.12-003



Mayor Vernon Mosser

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

City Staff

City Recorder: Sue Hollis
Office Coordinator: Debra Bernard
Library: Melissa Hansen & Denise Willms
Public Works Director: Jeff Brown

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

RESOLUTION NUMBER 11.12-004

***In the Matter of Identifying a "Sole
Source of Supply" for Construction
Services in Relation to the Yamhill St.
& E St. Grading and Paving Project
and Directing Staff to Proceed With
Contracting the Work.***

The City Council of the City of Willamina, Oregon, on the 22nd day of September, 2011, sat in Special Session for the transaction of business.

WHEREAS, the City of Willamina has solicited quotes from (6) contractors for construction of drainage, Grading, and paving improvements on E St. and Yamhill St.; and

WHEREAS, one quote was received from Kizer Excavating Co. in the amount of \$81,250.40; and

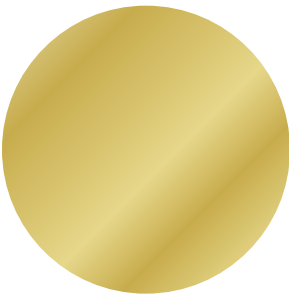
WHEREAS, this quote is substantially higher than the appropriated budget for this project; and

WHEREAS, the City of Willamina wishes to proceed with this project in order to complete the improvements while meeting the requirements of the State of Oregon – SCA (\$25,000) grant.

NOW, THEREFORE, BE IT RESOLVED by the Willamina City Council as follows:

1. **THAT** Kizer Excavating Co. is identified as a sole source of supply for the required construction services; and
2. **THAT** City Staff is directed to negotiate an agreement with Kizer Excavating Co. to complete a revised construction scope for grading and paving of E St. and Yamhill St. for a "Not to Exceed" price of \$69,000.
3. **THAT** this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this 22nd day of September, 2011.

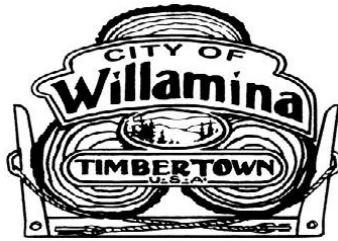


Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2011-2012/11.12-004



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-005

***In the Matter of Authorizing Transfer of \$8,600 from the General Fund Capital Outlay
to the Street Fund Materials & Services Category***

The City Council of the City of Willamina, Oregon, on the 22nd day of September, 2011, sat in Special Session for the transaction of business

WHEREAS, costs for work on the Yamhill and E Streets paving project exceeded the budget for the project; and

WHEREAS, certain savings were realized in the General Fund Capital Outlay for Energy Efficiency Projects at City Hall; and

WHEREAS, the paving project includes a critical storm drain component for which additional fund is required; and

WHEREAS, Oregon Budget Law permits a governing body to make an interfund transfer during the budget year by resolution or ordinance;

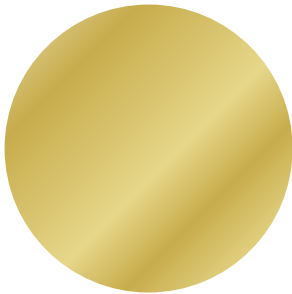
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA :

Section 1. THAT \$8,600 shall be transferred from the General Fund Capital Outlay for Administration as shown in Exhibit A (attached hereto and by this reference made a part hereof) to a new line item under General Fund Transfers (Fund 10 to Fund 20 – Materials & Services); and

Section 2. THAT the transfer shall increase the Street Fund appropriations by \$8,600 as shown in Exhibit B (attached hereto and by this reference made a part hereof); and

Section 3. THAT this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this **22nd day** of **September, 2011**.

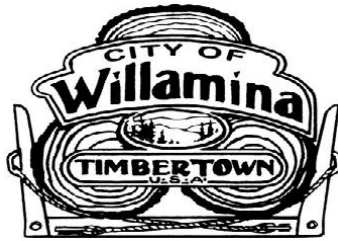


Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

Attachment – Exhibit A
Exhibit B



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-006 *Establishing the Willamina Public Library Teen Advisory Board*

The City Council of the City of Willamina, Oregon, on the 13th of October, 2011, sat in Regular Session for the transaction of business.

WHEREAS, at their Regular Meeting of September 8, 2011, the City Council approved the establishment of a Willamina Public Library Teen Advisory Board (hereafter called "TAB"); and

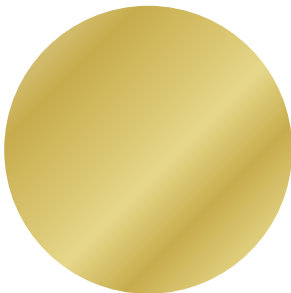
WHEREAS, the City Council now wishes to formally establish the TAB and set out certain membership and operational rules;

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

Section 1. THAT it hereby adopts the Exhibit A setting forth the Bylaws for the Willamina Public Library Teen Advisory Board (attached hereto and by this reference made a part hereof); and

Section 2. THAT this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this **13th day of October, 2011.**



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

Attachment – Exhibit A

Bylaws for the Willamina Public Library Teen Advisory Board

ARTICLE I: NAME

This organization shall be called "The Teen Advisory Board of the Willamina Public Library" and abbreviated as "TAB."

ARTICLE II: MISSION

The mission of TAB is to promote Wilamina Public Library services to teens by:

- Planning and implementing teen programs.
- Creating an inviting atmosphere at the library by maintaining a safe, attractive teen area.
- Promoting ideas in the young adult collection.
- Promoting and encouraging reading by teens.
- Advocating the rights of teens.

The existence of TAB does not preclude the development of other teen programs by library staff.

ARTICLE III: MEMBERSHIP

Section 1: TAB shall be coordinated by an adult library staff member who will serve as TAB advisor and supervise all TAB meetings, activities, and special projects. The TAB advisor will provide guidance in planning TAB activities and reserves the right to reject and or revise an idea due to space or budget constraints and shall act as the Board's treasurer.

Section2: TAB shall maintain a membership of no more than 15 members.

Section 3: TAB membership is open to students in grades 7 through 12.

Section 4: Members may continue to serve on TAB until member graduates from high school or reaches 19 years of age, whichever is last.

Section 5: A member shall be placed on suspension after 3 unexcused absences and become "inactive" after four consecutive, unexcused absences. Inactive members will not be informed of meetings. They will be taken off the mailing list and will no longer be eligible to vote. An absence shall be considered unexcused when a member is

absent from an official TAB meeting and makes no effort to inform the TAB advisor. It is solely up to the TAB advisor to decide if an absence is excused or unexcused.

ARTICLE IV: OFFICERS

Section 1: The officers shall be a Chair, Vice-Chair, Secretary elected from the members of TAB. All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB.

Section 2: The president of TAB will work closely with the TAB advisor to organize TAB meetings. The president will assist the TAB advisor in creating the meeting agenda and will preside over TAB meetings. The president will act as a contact person for other TAB members who want items added to the meeting agenda.

Section 3: The vice-president will serve as the president in his or her absence. The vice-president will serve as membership coordinator, keeping track of active and inactive members and new applications. The vice-president will inform and remind all members of upcoming meetings, programs, and special events.

Section 4: The secretary will keep minutes of TAB meetings and keep them on file in a notebook in the YA area. The secretary will be responsible for the attendance sheets at all meetings and inform the vice-president of absent members at meetings. The secretary will read the highlights of the previous meeting's minutes at the beginning of each regular meeting. The secretary will see to the upkeep of the master file of minutes to be kept in the YA area. The secretary will keep track of all votes taken at each meeting. The secretary will serve as the Chair in the absence of the presiding Chair and Vice-Chair.

Section 5: Officers will serve a term of one year, from June to the following June.

Section 6: Each June a new election will be held. Officers may serve in the same office for unlimited terms.

ARTICLE V: MEETINGS

Section 1: The regular meetings will be held once a month at a time to be determined by the board.

Section 2: Special meetings may be called by the TAB advisor to complete tasks as needed.

ARTICLE VI: CODE OF ETHICS

Section 1: TAB members will keep the TAB mission at the forefront of all TAB activities.

Section 2: During all TAB meetings, activities, and library functions, TAB members will act in a way that reflects positively on the Willamina Public Library.

Section 3: TAB members will show respect for other TAB members, library staff, and library patrons. Members will demonstrate respect for others by listening attentively when someone else is speaking, asking questions when clarification is needed, and by refraining from negative comments when responding to other people's ideas.

Section 4: TAB members will show respect for library materials and property by taking care to leave meeting spaces neat and orderly.

Section 5: TAB members will strive to make use of their time during meetings and while working on projects by staying on task.

Section 6: TAB members will respect the privacy of other TAB members.

ARTICLE VII: REMOVAL OF MEMBERS FROM TAB

In the extremely rare case that a member of TAB is consistently disruptive to the mission of TAB, it is the responsibility of the TAB advisor to remove that person from the membership. The TAB advisor will make every attempt to resolve the situation before removing the member from the Board.



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-007 *Establishing the Willamina Public Library Social Networking Policy*

The City Council of the City of Willamina, Oregon, on the 13th of October, 2011, sat in Regular Session for the transaction of business.

WHEREAS, at their Regular Meeting of September 8, 2011, the City Council approved the establishment of a Willamina Public Library Teen Advisory Board (hereafter called "TAB"); and

WHEREAS, the City Council at their Regular Meeting of October 13, 2011, adopted Resolution #11.12-006, formally establishing the bylaws for the TAB; and

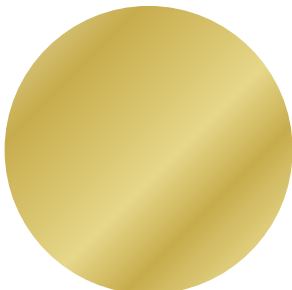
WHEREAS, the City Council acknowledges that one of the activities of the TAB will be to operate a Facebook page and wishes to establish policies and guidelines for this activity;

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

Section 1. THAT it hereby adopts the Exhibit A setting forth the Willamina Public Library Social Networking Policy (attached hereto and by this reference made a part hereof); and

Section 2. THAT this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this **13th day** of **October, 2011**.



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

Willamina Public Library Social Networking Policy

This policy applies to all patrons, whether registered with the Willamina Public Library or not.

The Willamina Public Library strongly encourages parents or legal guardians to discuss Internet safety with their children and to monitor/supervise their online activity. As with our policies within the library, the library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

In keeping with the Willamina Public Library's mission the library may participate in the use of various "social software" applications. These virtual tools allow the community and the library staff to share information and library resources. The Willamina Public Library regards online social software applications in the same way as its other information resources in accordance with its mission to meet the community needs for educational, informational, cultural and recreational pursuits.

Social software is broadly defined as any web application, site or account created and maintained by the library which allows users to share or obtain information. Many social networking sites allow users to become a "friend", "fan" or otherwise associate their own "Profiles" or virtual presences with the library's profile.

Use of the library's websites and links are solely at your own risk. The library staff does evaluate the extended resources, but cannot assume the liability for the accuracy, completeness, timeliness or usefulness of any external information to which it links. The links do not constitute an endorsement, authorization, sponsorship or affiliation by the library to the owners or any products or services mentioned on the site. Any comments posted do not necessarily reflect the policies of the library.

The library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities. Users may remove themselves at any time from the library's "friends" or "fan" lists, or request that the library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly

Comments, posts, and messages are welcome on Willamina Public Library social networking sites. Users are strongly encouraged to check facts, cite sources and present balanced views. While the library recognizes and respects differences in opinion, all such interactions will be monitored and reviewed for content and relevancy.

All posting which contain any of the following are subject for removal:

- Obscene or racist content
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- organized political activity
- Photos or other images that fall in any of the above categories

EXHIBIT A – Resolution #11.12-007

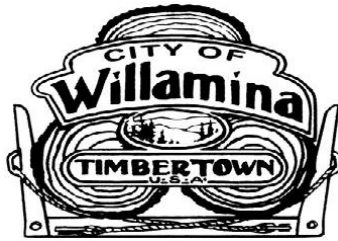
In addition the Willamina Public Library reserves the right to modify or remove any messages, tags or postings that it deems, in its sole discretion, to be abusive. The Library also reserves the right to edit comments or posts for space or content, while retaining the intent of the original post. The library shall also be granted the right to reproduce comments, posts and messages in other public venues such as in a newspaper or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Willamina Public Library assumes no liability regarding any event or interaction that takes place between any participants in any library-sponsored social networking service and does not endorse or review content outside the “pages” created by the Willamina Public Library staff.

Participation in the Willamina Public Library’s social networking service implies agreement with all library policies, including its Social Networking Policy, Internet Computer Use Policy and the Terms of Service of each individual third-party service.

Adapted from the Whitman Public Library (MA), Keene Public Library(NH), Niagara Falls Public Libraries (NY) and Terryville Public Library (CT)

Original content by the Willamina Public Library (OR)



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-008 Dedication Agreement for Real Property

The City Council of the City of Willamina, Oregon, on the 10th of November, 2011, sat in Regular Session for the transaction of business.

WHEREAS, Walsh Holdings LLC wishes to dedicate .026 acres of property owned by that company adjacent to Garden Spot Park to the City of Willamina for its and the general public's use; and

WHEREAS, the City has submitted and received approval for a lot line adjustment in accordance with the Land Use Development Code (see Exhibit A, attached hereto and made a part hereof); and

WHEREAS, the City has completed a Phase I Environmental Assessment of the dedication which did not reveal any evidence of Recognized Environmental Conditions in connection with the property (see Exhibit B, attached hereto and made a part hereof); and

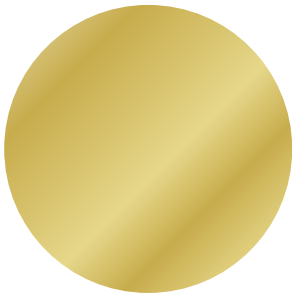
WHEREAS, the City of Willamina wishes to accept the donation from Walsh Holdings LLC;

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

- 1. THAT** the Dedication Agreement for Real Property (attached hereto as Exhibit C and by this reference made a part hereof) is hereby accepted and the Mayor is authorized to sign on behalf of the City; and

2. THAT this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this **10th day** of **November, 2011**.



Vernon Mosser, Mayor

ATTEST:

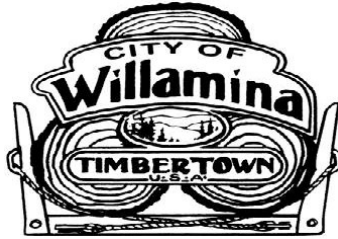
Sue Hollis, City Recorder

Attachments

Exhibit A – Notice of Administrative Decision

Exhibit B – Excerpt from Phase I Environmental Assessment

Exhibit C – Dedication Agreement for Real Property



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-009 *A Resolution of the Willamina City Council Declaring Surplus Property and Authorizing its Sale or Other Disposition*

The City Council of the City of Willamina, Oregon, on the 10th of November, 2011, sat in Regular Session for the transaction of business.

WHEREAS, the City of Willamina owns the following equipment, vehicles, or other items which are no longer needed or used:

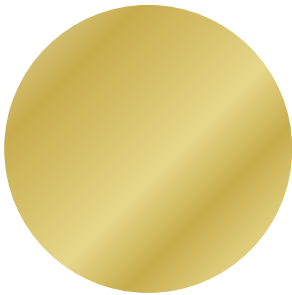
Kenmore Air Conditioner (no serial # or Model #) formerly used in Council Chambers
Kenmore Air Condition (no serial # or Model #) formerly used in main office at City Hall
Double Sided Solid Wood Fixed Shelf Unit (8 ft x 52" x 18.5"), Dark Brown
Self Topper Solid Wood Fixed Shelf Unit (8 ft x 18" x 23.5"), Light Brown
2 Sided Shelf Unit (33.5" x 21.5" x 51.5") with 4 Shelves on Narrow Side and 3
Shelves on Deep Side
19 Feet 8' x 36' Metal Roofing
AMGC 2 ½ Ton 6x6 Truck (circa 1974) ID #04M-42171-0539-13746

WHEREAS, the City has determined that no public purpose would be furthered by retaining ownership of the above said property, and that the property should be sold, donated to charity organization, or discarded;

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

1. **THAT** the above said property be advertised for sale to the highest bidder, donated to a charity organization, or discarded as deemed appropriate by the City Recorder or Public Works Director; and
2. **THAT** this resolution shall become effective immediately upon adoption.

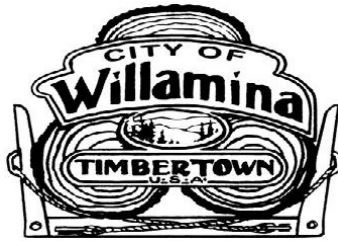
PASSED and ADOPTED by the City Council of the City of Willamina this **10th day** of **November, 2011**.



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-010 *Workers' Compensation Volunteer Coverage*
Resolution for Coverage Year 2011-12

WHEREAS, the City Council of the City of Willamina, Oregon, on the 15th of December, 2011, sat in Regular Session for the transaction of business; and

WHEREAS, pursuant to ORS 656.031, the City Council elects to provide workers' compensation coverage to the classes of volunteer workers listed in this resolution and noted on CIS payroll schedule as follows:

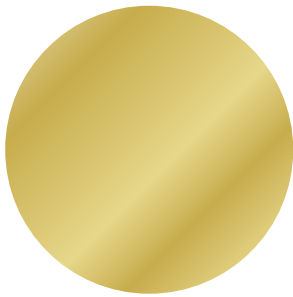
1. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and
2. An assumed monthly wage of \$800 per month will be used for public officials for the performance of manual labor above and beyond the administrative duties covered by paragraph 1 above; and
3. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code listed on the CIS Payroll Schedule for the type of work being performed using Oregon minimum wage; and
4. Court-mandated community service workers/inmates on work release who are sentenced by the Municipal Court will keep track of their hours and have their assumed payroll reported in Class Code 7720V using the current Oregon minimum wage; and
5. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and
6. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Willamina's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willamina:

1. **THAT** the City shall provide workers' compensation insurance coverage to volunteers as indicated above; and

2. **THAT** this resolution shall become effective immediately upon adoption;
3. **THAT** this resolution shall be updated annually.

PASSED and ADOPTED by the City Council of the City of Willamina this **15th day** of **December, 2011**.



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder



Mayor Vernon Mosser

Council Members:

Ila Skyberg, Council President

Corey Adams

Rita Baller

Allan Bramall

Randall Long

Laurie Toney

City Staff:

City Recorder, *Sue Hollis*

Office Coordinator: *Debbie Bernard*

Office Specialist: *Shawn Kennedy*

Library: *Melissa Hansen; Denise Willms*

Public Works Director: *Jeff Brown*

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

RESOLUTION NUMBER 11.12-011

**A RESOLUTION ADOPTING THE FY 2011/12 SUPPLEMENTAL BUDGET,
& MAKING APPROPRIATIONS**

ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Willamina, Oregon, hereby adopts the Supplemental Budget for fiscal year 2010-2011 in the sum of \$2,597,300.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2011 and for the purposes shown below are hereby appropriated:

GENERAL FUND 10	
Personal Services	182,400
Materials & Services	430,150
Capital Outlay	36,500
Transfers	13,000
Contingencies	12,950
Total	675,000
STREETS FUND 20	
Personal Services	46,200
Materials & Services	106,700
Capital Outlay	6,100
Transfers	0
Contingencies	6,000
Total	165,000
STREETS SDC FUND 21	
Capital Outlay	6,200
Total	6,200
WATER FUND 30	
Personal Services	159,000
Materials & Services	164,000
Capital Outlay	22,000
Transfers	72,300
Contingencies	34,200
Total	451,500

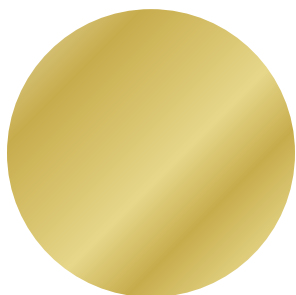
WATER SDC FUND 31	
Transfers	3,100
	3,100
WATER RESERVE FUND 32	
Capital Outlay	10,000
Total	10,000
WASTE WATER FUND 40	
Personal Services	165,900
Materials & Services	153,000
Capital Outlay	14,000
Transfers	225,000
Contingencies	25,100
Total	583,000
WASTE WATER SDC FUND 41	
Transfers	4,100
Total	4,100
UTILITY CAPITAL FUND 50	
Debt Service	234,700
Total	234,700
SPECIAL ACCOUNTS FUND 60	
Materials & Services	449,200
Total	449,200
BUILDING REPAIR & IMPROVEMENTS RESERVE 70	
Capital Outlay	10,000
Total	10,000
WILLAMINA CEMETERY FUND 80	
Materials & Services	4,700
Contingencies	800
Total	5,500
BUDGET TOTAL	2,597,300

IMPOSING & CATEGORIZING TAXES

BE IT RESOLVED that the Sections of Resolution #10.11-029 which was adopted on June 23, 2011 (attached hereto as Exhibit A) that Impose and Categorize Taxes remain in effect.

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

PASSED and ADOPTED by the City Council of the City of Willamina this 15th day of December, 2011.



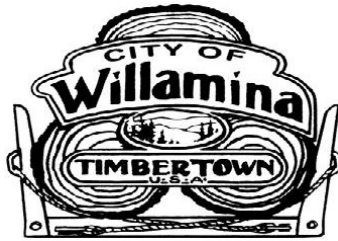
Attachment

Vernon Mosser, Mayor

Attest:

Sue Hollis, City Recorder

F/RESOLUTIONS/2011-2012/11.12-011



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

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

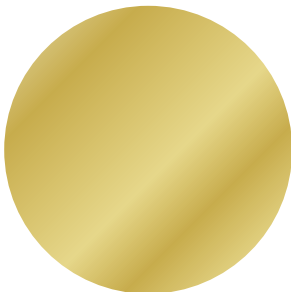
The City Council of the City of Willamina, Oregon, on the 10th of May, 2012, sat in Regular Session for the transaction of business.

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

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

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

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



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

CODE OF CONDUCT FOR CITY OF WILLAMINA APPOINTED & ELECTED OFFICIALS

ROLES, RESPONSIBILITIES AND RESPECT

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

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

ALL CITY OFFICIALS

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

All City Officials should:

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

CONDUCT WITH ONE ANOTHER

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

CONDUCT IN PUBLIC MEETINGS

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

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

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

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

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

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

- **Be attentive to the speaker**

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT A

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

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

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

- **Demonstrate effective problem-solving approaches**

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

CONDUCT IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

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

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

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

CONDUCT / INTERACTION WITH CITY STAFF & CITY OFFICIALS

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

EXHIBIT A

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

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

- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional information should be directed to the City Recorder who may designate another staff member to respond. When in doubt about what staff contact is appropriate, City Officials should ask the Mayor for direction. Materials supplied to City Officials in response to a request will be made available to all members of the public body on which the person sits so that all have equal access to information. Staff will make every effort to respond to requests for information within 5-7 business days.

- **Do not disrupt City staff from their jobs**

City Officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Except where they have been designated as supervisor of individual staff positions, individual City Officials do not have the authority to direct staff time or workload.

- **Never publicly criticize an individual employee**

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

- **Do not get involved in administrative functions**

City Officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- **Limit direct requests for staff support**

Requests for staff support – even for high priority or emergency situations -- should be made to the City Recorder who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- **Do not solicit political support from staff**

City Officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

CONDUCT IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the City**

City Officials will frequently be asked to explain an action of the public body on which they serve or to give their opinion about an issue as they meet and talk with constituents or residents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or other committee action, or to promise City staff will do something specific (fix a pothole, remove a library book fine, plant new flowers in the median, etc.). After an issue has been voted on, City Officials will speak for themselves carefully, in a manner that does not undermine the integrity or motives of the public body making the decision, even if their personal opinion differs.

- **Make no personal comments about other City Officials**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other City Officials, their opinions and actions.

CONDUCT WITH OTHER PUBLIC AGENCIES

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

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

COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

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

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

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

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

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

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

CONTACT WITH THE MEDIA

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

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

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

SANCTIONS

- **Public Disruption**

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

- **Inappropriate Staff Behavior**

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

- **Behavior and Conduct of City Officials**

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

EXHIBIT A

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

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

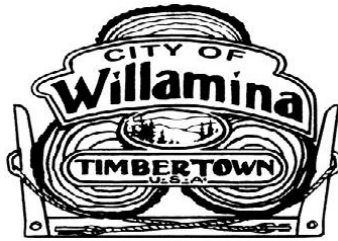
If violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the City Recorder. The City Recorder should investigate the allegation and report the findings to the Council. It is the Council's responsibility to take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

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

Attachments

Addendum A -- Additional Thoughts for City Officials

Addendum B – Listening Techniques



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-013 *A Resolution of the Willamina City Council Declaring Surplus Property and Authorizing its Sale or Other Disposition*

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

WHEREAS, the City of Willamina owns the following equipment, vehicles, or other items which are no longer needed or used:

JFJ Disk Repair Armless CD/DVD Repair Machine (broken and not repairable)

Gates Foundation Computer Towers (3) [all usable hardware removed]

Serial Numbers 0028112736, 0028112791, and 0028112741

Apex DVD Player, Serial Number CF384008661

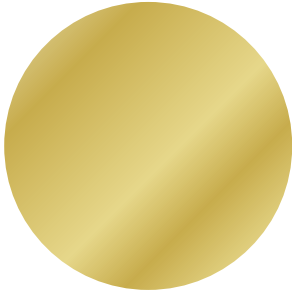
Smith-Corona Portable Typewriter, Model NA1HH, Serial Number NAES7022917

WHEREAS, the City has determined that no public purpose would be furthered by retaining ownership of the above said property, and that the property should be sold, donated to charity organization, or discarded;

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

- 1. THAT** the above said property be advertised for sale to the highest bidder, donated to a charity organization, or discarded as deemed appropriate by the City Recorder or Public Works Director; and
- 2. THAT** this resolution shall become effective immediately upon adoption.

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



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder



Mayor Vernon Mosser

City Staff:

Council Members:

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

City Recorder, Sue Hollis
Office Coordinator: Debbie Bernard
Office Specialist: Shawn Kennedy
Library: Melissa Hansen; Denise Willms
Public Works Director: Jeff Brown

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

RESOLUTION NUMBER 11.12-014

**A RESOLUTION APPROVING PROPOSED 2012/13 RATE SCHEDULE FOR
WESTERN OREGON WASTE (WOW)**

WHEREAS, Western Oregon Waste (hereinafter called "WOW") is the franchise holder for the provision of solid waste collection services in the City of Willamina; and

WHEREAS, Ordinance #551 sets out the terms and conditions of the franchise; and

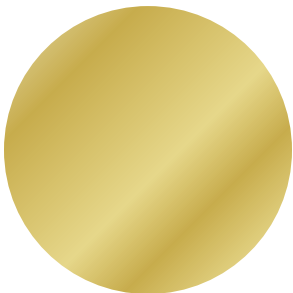
WHEREAS, Section 9, Rates, of that Ordinance provides a process for rate changes upon the request of the provider; and

WHEREAS, WOW has submitted a proposed rate increase in accordance with the requirements of Section 9 of the Ordinance; and

WHEREAS, a public hearing on the proposed rates was held on June 14, 2012, and due consideration has been given to all relevant factors;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA that the proposed rate schedule for solid waste collection services by WOW, attached hereto as Exhibit A and by this reference made a part hereof, is approved and shall be effective July 1, 2012.

Passed and adopted by the Willamina City Council this 14th day of June 2012.



Vernon Mosser, Mayor

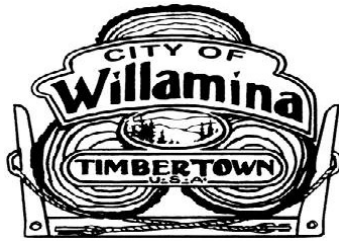
Attest:

Sue Hollis, City Recorder

Attachment – Exhibit A

An Equal Opportunity Employer

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



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-015

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

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

WHEREAS, the last rate increase was adopted by Resolution #10.11.016 on March 10, 2011, and

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

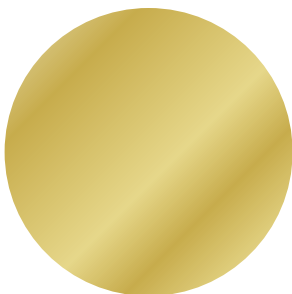
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA :

Section 1. THAT the City Council hereby approves a 4.6% increase in water rates and a 3% increase in sewer rates as shown on the schedule attached, as Exhibit "A," said rates to be effective with June 16-July 15, 2012, billing ; and

Section 2. THAT Exhibit A to Resolution 10-11.016 is hereby repealed in its entirety; and

Section 3. THAT this resolution shall become effective immediately upon adoption

PASSED and ADOPTED by the City Council of the City of Willamina this **14th day of June, 2012.**



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder



EXHIBIT A
Resolution #11.12-015

SERVICE RATE CODES (+4.6% WATER; +3% SEWER)

(EFFECTIVE JUNE 16-JULY 15, 2012, BILLING CYCLE)

Code		Rate Per EDU*	Water Base		Sewer Flat		Total	Change	Min Cons (cf**)	Overage Rate
Water	Sewer									
123	200	Single Family	34.10	35.65	51.74	53.35	89.00	3.16	750 cf	1.07/100 cf
117	214	Senior Rate	28.51	29.85	45.67	47.15	77.00	2.82	750 cf	1.07/100 cf
103	209	Vacation Rate	17.41	18.25	16.24	16.75	35.00	1.35		
109	202	Business	34.10	35.65	51.74	53.35	89.00	3.16	750 cf	1.07/100 cf
		Old High School	68.21	71.35	103.49	106.60	177.95	6.25		Flat Rate
		Grade School	433.45	463.45	672.68	692.90	1156.35	50.22		Flat Rate
23****	200	Oaken Hills Campus	443.40	463.45	672.58	692.90	1156.35	40.37		Flat Rate
112	208	Group Home	34.10	35.65	51.74	53.35	89.00	3.16	750 cf	1.07/100 cf
105	201	Apartment Rate	34.10	35.65	51.74	53.35	89.00	3.16	750 cf	1.07/100 cf per unit
123	203	Churches	34.10	35.65	51.74	53.35	89.00	3.16	750 cf	1.07/100 cf
110	205	Grocery	47.63	49.85	129.32	133.20	183.05	6.10	750 cf	1.50/100 cf
113	210	Laundry	162.03	169.50	258.64	266.40	435.90	15.23	750 cf	1.07/100 cf
111	204	Car Wash	68.21	71.35	103.47	106.60	177.95	6.27	750 cf	2.16/100 cf
114	212	Willamina Lumber	396.87	415.15	625.94	644.75	1059.90	37.09	750 cf	Flat Rate
116	213	House/Cabins	96.58	101.05	149.14	153.65	254.70	8.98	750 cf	1.07/100 cf
118	215	Café, Restaurant, Tav	81.44	85.20	124.14	127.90	213.10	7.52	750 cf	2.55/100 cf
119	216	Café, Restaurant, Tav	102.32	107.05	155.21	159.90	266.95	9.42	750 cf	3.22/100 cf
120	217	Café, Restaurant, Tav	109.12	114.15	165.54	170.55	284.70	10.04	750 cf	3.44/100 cf
121	218	Café, Restaurant, Tav	65.59	68.60	78.64	81.00	149.60	5.37	750 cf	1.63/100 cf
122	219	Café, Restaurant, Tav	51.83	54.25	51.44	53.00	107.25	3.98	750 cf	2.08/100 cf
DUPLEX, TRI-PLEX, FOUR-PLEX, & FIVE-PLEX RATES										
106		Duplex****	68.21	71.30	103.49	106.60	177.90	6.20	1500 cf	2.16/100 cf
107		Tri-Plex****	102.32	106.95	155.24	159.90	266.85	9.29	2250 cf	3.22/100 cf
108		Four-Plex****	136.43	142.60	206.97	213.20	355.80	12.40	3000 cf	4.31/100 cf
		Five-Plex****	170.55	178.25	258.73	266.50	444.75	15.47	3750 cf	5.35/100 cf

Anything over 5 Units use Apartment Rate Code with lot units

* EDU = Equivalent Dwelling Units

*** Charged 13 EDUs Flat Rate

** 1 cf = 7.48 gallons

****Properties sharing one Master Meter

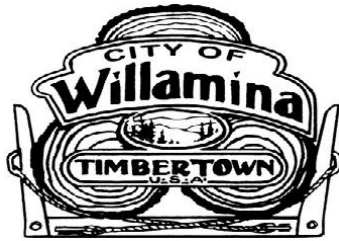
Year	Prior Rate		% Increase	New Rate		Increase Amount		Total Increase	Total Utility
	Water	Sewer		Water	Sewer	Water	Sewer		
2005	26.40	41.25	2.3%	27.01	42.20	0.61	0.95	1.56	69.21
2006	27.01	42.20	2.6%	27.71	43.30	0.70	1.10	1.80	70.98
2007	27.70	43.28	2.6%	28.42	44.41	0.72	1.13	1.85	72.83
2008	28.42	44.40	3.7%	29.47	46.04	1.05	1.64	2.69	75.51
Jul-08	29.47	46.04	5.0%	30.94	48.34	1.47	2.30	3.77	79.28
2009	30.94	48.34	3.9%	32.15	50.23	1.21	1.89	3.10	82.38
2010*	32.15	50.23	*	33.11	50.23	0.96	0	0.96	83.34
2010**	33.11	50.23	3.0%	34.10	51.74	0.99	1.51	2.50	85.84
2012	34.10	51.74	3.0%	35.15	53.30	1.05	1.56	2.61	88.50 Option A
2012	34.10	51.74	4.6%/3%	35.65	53.35	1.55	1.61	3.16	89.00 Option B

*City Council decision to increase 3% to retain Code Enforcement Officer

**City Council decision to increase 3% as the annual rate increase (effective 3/16/11)

13,764 14,297 Projected Income - 2012/13 (with 4.6% Water; 3% Sewer) OPTION B

9,324 14,297 Projected Income - 2012/13 (with 3% across the board) OPTION A



Mayor Vernon Mosser

Council Members:

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

City Staff

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

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

RESOLUTION NUMBER 11.12-016

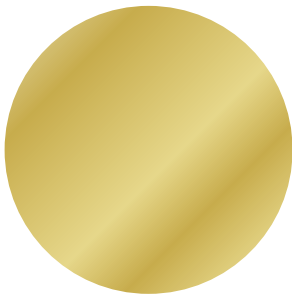
A Resolution Declaring the City's Election to Receive State Revenues

The City of Willamina ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2012-2013.

Section 2. THAT this resolution shall become effective immediately upon adoption

PASSED and ADOPTED by the City Council of the City of Willamina this **28th day of June, 2012.**



Vernon Mosser, Mayor

ATTEST:

Sue Hollis, City Recorder

I certify that a public hearing was held before the Budget Committee on May 17, 2012, and a public hearing before the City Council was held on June 14, 2012, giving citizens an opportunity to comment on use of State Revenue Sharing.

Sue C Hollis, City Recorder



Mayor Vernon Mosser

City Staff:

Council Members:

Ila Skyberg, Council President

Corey Adams

Rita Baller

Allan Bramall

Randall Long

Laurie Toney

City Recorder, *Sue Hollis*

Library: *Melissa Hansen; Denise Willms*

Office Coordinator: *Debbie Bernard*

Office Specialist: *Shawn Kennedy*

Public Works Director: *Jeff Brown*

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

RESOLUTION NUMBER 11.12-017

**A RESOLUTION ADOPTING THE FY 2012/13 BUDGET, MAKING APPROPRIATIONS
& IMPOSING AND CATEGORIZING TAXES**

ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Willamina, Oregon, hereby adopts the budget for fiscal year 2012/2013 in the sum of \$3,635,400.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below are hereby appropriated:

GENERAL FUND 10	
Personal Services	173,400
Materials & Services	396,700
Capital Outlay	9,200
Transfers	11,500
Contingencies	15,200
Total	606,000
STREETS FUND 20	
Personal Services	50,000
Materials & Services	120,800
Capital Outlay	3,000
Transfers	0
Contingencies	4,200
Total	178,000
STREETS SDC FUND 21	
Capital Outlay	12,500
Total	12,500
WATER FUND 30	
Personal Services	159,000
Materials & Services	261,500
Capital Outlay	1,280,500
Transfers	67,000
Contingencies	33,000
Total	1,801,000

WATER SDC FUND 31	
Transfers	4,600
Total	4,600
WATER RESERVE FUND 32	
Capital Outlay	0
Total	0
WASTE WATER FUND 40	
Personal Services	160,000
Materials & Services	160,000
Capital Outlay	12,000
Transfers	201,000
Contingencies	37,000
Total	570,000
WASTE WATER SDC FUND 41	
Transfers	10,200
Total	10,200
UTILITY CAPITAL FUND 50	
Debt Service	242,700
Total	242,700
SPECIAL REVENUE FUND 60	
Materials & Services	109,300
Capital Outlay	10,000
Total	119,300
DOWNTOWN LOAN FUND 61	
Capital Outlay	42,700
Contingencies	1,000
Total	43,700
BUILDING REPAIR & IMPROVEMENTS RESERVE FUND 70	
Capital Outlay	20,200
Total	20,200
WILLAMINA CEMETERY FUND 80	
Materials & Services	7,200
Contingencies	800
Total	8,000
TOTAL APPROPRIATIONS	3,616,200
Reserved for Future Expenditure	19,200
TOTAL BUDGETED	3,635,400

IMPOSING THE TAX

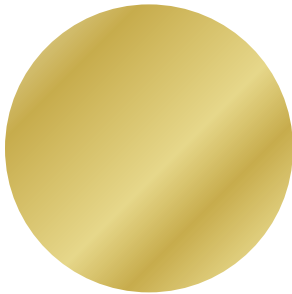
BE IT RESOLVED that the City Council of the City of Willamina hereby imposes the taxes provided for in the adopted budget at the permanent rate of 4.2039 per \$1,000 of assessed value for operations, estimated to be \$326,357; and that these taxes are hereby imposed and categorized for the tax year 2012-2013 upon the assessed value of all taxable property.

CATEGORIZING THE TAX

	General Government Limitation	Excluded from Limitation
General Fund	4.2039/\$1,000	
Category Total	4.2039/\$1,000	
Total Levy	4.2039/\$1,000	

BE IT RESOLVED that this resolution shall become effective July 1, 2012.

PASSED and ADOPTED by the City Council of the City of Willamina this 28th day of June, 2012.

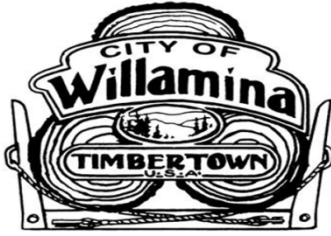


Vernon Mosser, Mayor

Attest:

Sue Hollis, City Recorder

F/RESOLUTIONS/2011-12/11.12-017



Mayor Vernon Mosser

Council Members:

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

City Staff:

City Recorder, *Sue Hollis*
Office Coordinator: *Debbie Bernard*
Library: *Melissa Hansen; Denise Wilms*
Public Works Director: *Jeff Brown*

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

RESOLUTION NUMBER 11-12.018

In the matter of adjusting funds in funds for the Fiscal Year 2011-2012:

WHEREAS ORS 294.450 allows a governing body to transfer appropriations within a fund:

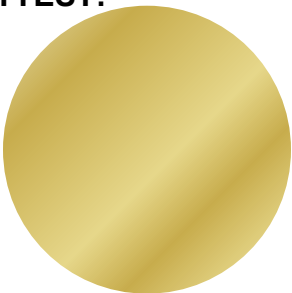
NOW THEREFORE, BE IT RESOLVED by the City Council of Willamina, Oregon, that transfers are required within the various funds as shown in Exhibit A, attached hereto and made a part hereof, and are explained as follows:

Section 1. Need for Transfer: adjusting for expenditures in materials and services, personal services, capital outlay, and transfers.

Section 2. Purpose for the authorized transfer: to allow additional funds in expenditure classes where needed

Section 3. That this resolution shall become effective immediately upon adoption.

ATTEST:



Vernon Mosser, Mayor

Sue Hollis, City Recorder

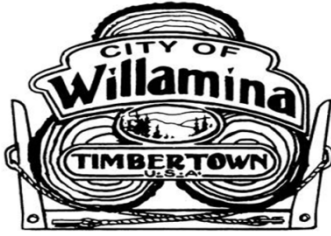
Attachment – Exhibit A

EXHIBIT A - RESOLUTION #11.12-018

FUND	DEPARTMENT	ADJUST FROM			ADJUST TO		
		LINE ITEM	DESCRIPTION	AMOUNT	LINE ITEM	DESCRIPTION	AMOUNT
GENERAL FUND (10)	ADMINISTRATION	010-150-6005	BLDG REPAIR & MNT	\$ 7,000	010-150-6005	BLDG REPAIR & MNT	\$ 6,880
		010-150-8030	HVAC SYSTEM	\$ 500	010-150-8030	HVAC SYSTEM	\$ 1,100
		010-150-8031	TELEPHONE SYSTEM	\$ 2,000	010-150-8031	TELEPHONE SYSTEM	\$ 1,520
	PARKS	010-350-5700	SUMMER YOUTH PROGRAM	\$ 6,000	010-350-5700	SUMMER YOUTH PROGRAM	\$ 3,600
		010-350-8010	EQUIPMENT	\$ 10,000	010-350-8010	EQUIPMENT	\$ 12,400
STREETS (20)		020-100-5960	PERS	\$ 3,300	020-100-5960	PERS	\$ 2,370
		020-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 500	020-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 700
		020-100-8016	HVAC	\$ 200	020-100-8016	HVAC	\$ 100
		020-100-8010	EQUIPMENT	\$ 1,770	020-100-8010	EQUIPMENT	\$ 3,300
WATER FUND (30)		030-100-5960	PERS	\$ 12,400	030-100-5960	PERS	\$ 10,300
		030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 5,000	030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 6,900
		030-100-8016	HVAC	\$ -	030-100-8016	HVAC	\$ 200
SEWER FUND (40)		030-100-5960	PERS	\$ 11,000	030-100-5960	PERS	\$ 7,800
		030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ -	030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 2,000
		030-100-8016	HVAC	\$ -	030-100-8016	HVAC	\$ 200
		030-100-8010	EQUIPMENT	\$ 12,000	030-100-8010	EQUIPMENT	\$ 13,000

DIFF

\$ (120)
\$ 600
\$ (480)
\$ -
\$ (2,400)
\$ 2,400
\$ -
\$ (930)
\$ 200
\$ (100)
\$ 830
\$ -
\$ (2,100)
\$ 1,900
\$ 200
\$ -
\$ (3,200)
\$ 2,000
\$ 200
\$ 1,000
\$ -



Mayor Vernon Mosser

Council Members:

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

City Staff:

City Recorder, Sue Hollis
Office Coordinator: Debbie Bernard
Library: Melissa Hansen; Denise Wilms
Public Works Director: Jeff Brown

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

RESOLUTION NUMBER 11.12-019

In the matter of transfers between funds in Fiscal Year 2011-2012:

WHEREAS, the FY 2011/12 Budget as adopted by the City Council on December 15, 2011, contains certain transfers between funds; and

WHEREAS, sufficient revenues were received during the year to allow such transfers;

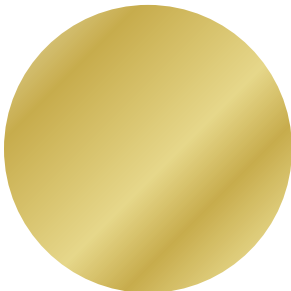
NOW THEREFORE, BE IT RESOLVED by the City Council of Willamina, Oregon, that:

Section 1. The following transfers totally \$300,300 are hereby approved:

- a. Transfer of \$10,000 from the General Fund (10) to the Building Repair & Improvements Reserve Fund (70)
- b. Transfer of \$3,000 from the General Fund (10) to the Willamina Cemetery Fund (80)
- c. Transfer of \$62,300 from Water Fund (30) to the Utility Capital Fund (50) for debt service
- d. Transfer of \$42,700 from Sewer Fund (40) to Water Fund (30) as a loan
- e. Transfer of \$182,300 from Sewer Fund (40) to Utility Capital Fund (50) for debt service.

Section 2. This resolution shall be effective immediately upon adoption.

ATTEST:



Vernon Mosser, Mayor

Sue Hollis, City Recorder