



Mayor Ila Skyberg

Council Members:

Council President, Rita Baller  
Robert Burr  
Heather Stritzke  
Katie Vinson  
Theresa McKnight

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

**RESOLUTION NUMBER 16.17.001**

**Utility Fee**

**WHEREAS**, Ordinance 660 (adopted June 9, 2016) added Section 33.40 to the Willamina Municipal Code authorizing Council establish and impose fees and other charges for streets, sidewalks, streetlights and other public places and amenities by way of Council resolution.

**WHEREAS**, Council believes a fee in the amount of Two Dollars and <sup>50</sup>/<sub>100</sub> (\$2.50) is an appropriate amount to charge each sewer and/or water connection per month which monies will be used to fund street lighting located in the City and a reserve account.

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

**SECTION 1.** The City Council hereby establishes a fee of \$2.50 to be imposed on each existing and new account for City provided water and/or sewer utility connections.

**SECTION 2.** The fee shall be imposed beginning with the June 16-July 15, 2016 invoices

**SECTION 3.** Two dollars (\$2.00) will be used for current costs associated with Street lighting and fifty cents (\$.50) will be placed into a reserve account for that purpose.


**SECTION 4.** The fee shall be deemed first in terms of priority of payment on all monies paid with the charges for sanitary sewer coming second and water use charges last.

**SECTION 5.** This resolution is effective y upon adoption by the Council.

**PASSED AND ADOPTED** by the City Council of the City of Willamina this 21 day of July, 2016.

  
Ila Skyberg, Mayor

**ATTEST:**

  
Debbie Bernard, City Recorder

F/RESOLUTIONS/2016-2017

{00528145; 2 }An Equal Opportunity Employer

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

**RESOLUTION NO. 16.17-002**

**A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES**

**THE CITY OF WILLAMINA RESOLVES AS FOLLOWS:**

**Section 1.** Public Contracting Rules for the City of Willamina.

**1.10.010 General provisions**

- (1) Except as provided within these rules, Willamina’s public contracting is governed by the Oregon Public Contracting Code (ORS Chapters 279, 279A, 279B and 279C) (the “Code”) and the Oregon Attorney General’s Model Public Contract Rules (OAR Chapter 137, divisions 46, 47, 48 and 49) (the “Model Rules”).
- (2) The Willamina City Council (“Council”) is the local contract review board. Except as these rules may otherwise provide, the powers and duties of local contract review boards under the Code and Model Rules will be exercised by the Council and the powers and duties given or assigned to contracting agencies by the Code or Model Rules will be exercised by the City Manager acting as Willamina’s contracting agent.
- (3) For the purposes of these rules, “City Manager” means the City Manager for the City of Willamina, or the City Manager’s designee.
- (4) For the purposes of these rules, “Emergency” means circumstances that:
  - (A) Could not have been reasonably foreseen;
  - (B) Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
  - (C) Require prompt execution of a contract to remedy the condition.

**1.10.020 Personal service contracts not including certain construction-related personal services**

- (1) “Personal service contract” means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, designers, performers, property managers and consultants. The City Manager has discretion

- (B) After the interview process concludes, the City Manager will make the final selection. If the interviews are conducted before the Board, the Board will make the final selection.
  - (C) The final selection will be based upon applicant capability, experience, project approach, compensation requirements, references and any other criteria identified by Willamina as necessary for Willamina to select a contractor.
- (3) The following informal selection procedure may be used when the estimated payment to the contractor does not exceed \$75,000 or when the City Manager determines that the informal procedures will not interfere with competition among prospective contractors, reduce the quality of services or increase costs. The City Manager will contact a minimum of three prospective contractors qualified to offer the services sought. The City Manager will request an estimated fee, and make the selection consistent with Willamina's best interests. If three quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.
  - (4) The City Manager may enter into personal service contracts not exceeding an estimated \$25,000 without following the procedures under subsection (2) or (3). However, the City Manager must make reasonable efforts to choose the most qualified contractor to meet Willamina's needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.
  - (5) The City Manager may negotiate with a single source for personal services if the services are available from only one contractor, or the prospective contractor has special skills uniquely required for the performance of the services. Willamina must make written findings to demonstrate why the proposed contractor is the only contractor who can perform the services desired.
  - (6) The City Manager may select a contractor without following any procedures if an emergency exists. In such instances, the City Manager must memorialize in writing the circumstances that justify the emergency appointments.

**1.10.030 Authority to electronically advertise solicitations for goods and services**

- (1) The City Manager is authorized to develop an "Electronic Procurement System" in accordance with OAR 137-047-0300(2)(b). As described in OAR 137-046-0110(16), this is an information system accessible through the Internet that allows Willamina to post electronic advertisements and receive electronic offers for goods and services. When an electronic procurement system is in place, the Model Rules allow procurement solicitations to be advertised exclusively online. This saves Willamina time and money over newspaper advertisements.

- (3) As an alternative, Willamina may provide written notice to each bidder or proposer of Willamina's intent to award a contract. This written notice may be provided electronically or through non-electronic means.
- (4) Willamina may give less than seven days notice of its intent to award a contract if Willamina determines in writing that seven days is impracticable as allowed by ORS 279B.135.
- (5) This section does not apply to goods and services contracts awarded under small procurements under these rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (6) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (7) A protest of Willamina's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

**1.10.080 Procedure for surplus property**

- (1) Surplus property is property owned by Willamina such as office furniture, computers, equipment, vehicles, excluding real property, that the City Manager determines is surplus and no longer useful to Willamina.
- (2) The City Manager may authorize the sale, donation or destruction of surplus property. Surplus property may be sold through the informal solicitation of bids or through an auction, including an online auction. The City Manager has the discretion to advertise the sale of surplus property in a newspaper of city-wide circulation.
- (3) Employees of Willamina may purchase surplus property, so long as at least three individuals or entities have bid on the property and the employee's bid is the highest bid.

**Section 2.** This resolution is effective on the date of its adoption.

THIS RESOLUTION IS ADOPTED BY THE WILLAMINA CITY COUNCIL this <sup>21</sup>~~17~~ day of July, 2016

  
Ila Skyberg Mayor

  
Attest: Debbie Bernard, City Recorder

*City Recorder*

ORDINANCE NO. 662

**AN ORDINANCE OF THE CITY OF WILLAMINA REPEALING ORDINANCE 414, ORDINANCE 612 AND AMENDING WILLAMINA MUNICIPAL CODE SECTION 34.03**

**WHEREAS**, the city last updated its public contracting rules in 2002;

**WHEREAS**, the State of Oregon has since made changes to the Oregon Public Contracting Code; and

**WHEREAS**, the city wants to update its contracting rules through a resolution.

**NOW, THEREFORE**, the City of Willamina, Oregon ordains as follows:

Section 1. The Willamina City Council repeals Ordinance 414, Ordinance 612 and all other ordinances relating to public contracting.

Section 2. The Willamina City Council amends Section 34.03 of the Willamina Municipal Code as follows: "The City Council adopts and periodically amends public contracting rules and procedures by resolution. Copies are available through the City Recorder."

First Reading: July 21, 2016 Second Reading: July 21, 2016

**PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this**

21 day of July, 2016

  
Ula Skyberg, Mayor

Attest: 

Debbie Bernard, City Recorder

Resolution NO. 16-17-003

**A RESOLUTION ESTABLISHING THE CITY COUNCIL MEETING LOCATION**

**WHEREAS**, the City Council may amend the time and place rules and procedures for City Council meeting by resolution;

**WHEREAS**, the City Council wishes to amend the location for the City Council meeting.

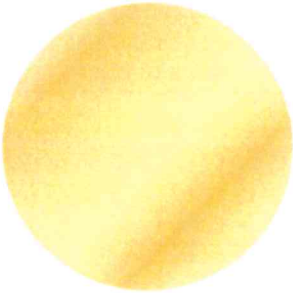
**NOW THEREFORE, THE CITY OF WILLAMINA RESOLVES AS FOLLOWS:**

**SECTION 1:**

- a. The City Council shall meet at least once per month according to the City Charter. The number of meetings above that required by the Charter will be set by the Council in its Council Procedure and Policy Handbook.
- b. All meetings will be held at 825 NE main St, Willamina, OR 97396 known as the West Valley Fire Station building.

**SECTION 2.** This resolution will be effective immediately upon adoption by the City Council.

THIS RESOLUTION IS ADOPTED BY THE WILLAMINA CITY COUNCIL THIS 17 DAY OF November, 2016.



[Redacted signature area]

Ila Skyberg, Mayor

ATTEST:

[Redacted signature area]

Debbie Bernard, City Recorder

RESOLUTION NO. 16-17-004

A resolution supporting the City of Willamina ongoing participation as a member of the Yamhill County Affordable Housing Corporation's (YCAHC) regional Housing Rehabilitation Collaborative and board of directors, and to appoint Bob Sivick as the successor to the current board member Debbie Bernard.

RECITALS:

The Yamhill County Housing Rehabilitation program and the resulting county wide regional collaborative began in 1980 with its first Housing Rehabilitation Community Development Block Grant (CDBG) award.

The City of Willamina has participated in the YCAHC Board since 1984 when the city received its first Housing Rehabilitation CDBG award.

The program continues to assist homeowners county wide with the revolving loan fund that has resulted from past CDBG awards. This revolving fund currently has almost \$4,000,000.00 in receivables that are loaned back out to families for Housing Rehabilitation or other programs specifically focused on sustaining affordable housing in our region.

The YCAHC Board makes all final decisions regarding the expenditures and use of these revolving loan funds.

Formal appointment of the YCAHC board member by the City Council is required.

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

1. The City of WILLAMINA continues to support efforts to achieve affordable housing solutions for all of its residents.
2. The City of WILLAMINA supports the efforts of the YCAHC programs and wishes to continue participating in the regional collaborative.
3. The City Council hereby appoints Bob Sivick, as the member of the YCAHC Board representing the City of WILLAMINA.

RESOLUTION 16-17-004

EFFECTIVE DATE

The effective date of this Resolution shall be November 15, 2016.

Adopted by the Common Council of the City of Willamina at a regular meeting held the 15 day of November, 2016 be the following votes:

Ayes: Ballew, Burr, Stritzke, McKight and Jensen

Nays: Ø

Approved this 15 day of November 2016.

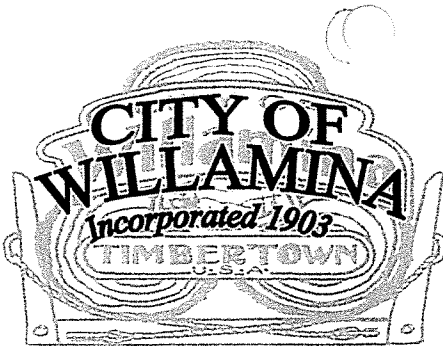


Ila Skyberg, Mayor

ATTESTED:



City Recorder, Debbie Bernard



Mayor Ila Skyberg

Council Members:

- President, Rita Baller
- Councilor, Bob Burr
- Councilor, Heather Stritzke
- Councilor Katie Vinson
- Councilor Theresa McKnight

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

RESOLUTION NUMBER 16-17-005

*In the Matter of Authorizing Access to )  
Information and Authorizing Transfers )  
between Accounts and to Direct )  
Deposits for Payroll at the Bank of )  
America; Modifying Signature )  
Authority, & Access to Safe Deposit Box )*

\*\*\*\*\*

The City Council of the City of Willamina, Oregon, on the 13<sup>th</sup> day of December 2016, sat in regular session for the transaction of business.

**WHEREAS**, the City of Willamina has established US Bank Sheridan Branch as its primary repository for City funds for day-to-day financial transactions, and has established the following accounts at that entity:

- 153695268174, Primary Checking
- 153695268182, Payroll

**WHEREAS**, the any two (2) of the following persons are authorized to sign checks on these accounts:

- Ila Skyberg, Mayor
- Rita Baller, Council President
- Bob Sivick, City Manager


**WHEREAS**, the City Recorder position has been designated as to review and process day-to-day authorized operations for the and requires access to and information about these accounts and to the City's Safe Deposit Box;

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

1. **THAT** Debbie Bernard, City Recorder, is hereby authorized to have access to any information regarding all City of Willamina Accounts at the Bank of America, and to make necessary transfers and direct deposits to and from all City of Willamina accounts at the Bank of America, and to access any Safe Deposit Box rented by the City; and
2. **THAT** the authority outlined herein is effective immediately and shall remain in effect until rescinded, or until term of office or employment with the City has ended; and
3. **THAT** this resolution rescinds Resolution #13-14-011 in its entirety; and
4. **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 December, 2016



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

**ATTEST:**

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



# Appendix A-1

## New Account/Change in Authorized Account Signer(s)

### Customer Information

Customer Name: CITY OF WILLAMINA

New Account

Tax Identification Number: [REDACTED]

Change in Authorized Account Signers

### Account Information

Account Name	Account Number	Tax Identification Number
CITY OF WILLAMINA GENERAL OPERATING	[REDACTED]	[REDACTED]
CITY OF WILLAMINA PAYROLL ACCOUNT	[REDACTED]	[REDACTED]

### Authorized Account Signers

#### Add Authorized Account Signer(s):

Name	Title	Specimen Signature
BOB SIVICK	CITY MANAGER	[REDACTED]

#### Delete Authorized Account Signer(s) (list name(s) only):

GERALD L. HILL	KATIE VINSON	

#### Existing Authorized Account Signer(s) other than those new Authorized Account Signers listed above (list name(s) only, no specimen signatures are needed)

ILA SKYBERG	RITA BALLER	KATIE VINSON
GERALD L. HILL		

The Signer listed below represents and warrants to the Bank that: (i) the signatures listed above are the true and authentic signatures of the additional Authorized Account Signer(s); (ii) that each Customer listed above has taken all action required by its respective organizational documents to appoint the additional Authorized Account Signer(s) and to delete any Existing Authorized Account Signer(s); and (iii) he/she is authorized to complete this Appendix A-1 for each Customer listed above.

Account Signer may execute this Appendix A-1 to add an account(s) for Customer if the Existing Authorized Signers remain the same. Otherwise, this Appendix A-1 must be executed by a Contract Signer. This Appendix A-1 becomes effective only after U.S. Bank receives and has time to modify its records to reflect the changes noted herein.

Signer Signature: [REDACTED]

Print Title: CITY RECORDER

Print Name: DEBBIE BERNARD

Date: 12-23-16

For Internal Use Only:  
 Authorized Signers are related to the Master Services Agreement dated: \_\_\_\_\_  
 Review \_\_\_\_\_ Validation Method \_\_\_\_\_ TL Review \_\_\_\_\_ Imaged \_\_\_\_\_



**Mayor Ila Skyberg**

Council Members:  
*Council President, Rita Baller*  
*Councilor Bob Burr*  
*Councilor Heather Stritzke*  
*Councilor Katie Vinson*  
*Councilor Theresa McKnight*

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

**RESOLUTION 16-17-006  
NUMBER**

In the matter of adjusting funds in funds for the Fiscal Year 2016-2017.

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

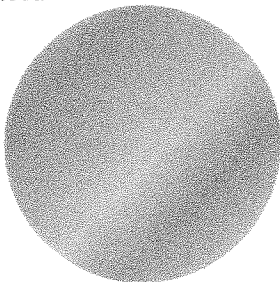
**NOW THEREFORE, BE IT RESOLVED** that the transfer within the fund be explained as follows:

**Need for Transfer:** adjusting for expenditures in materials and services, personal services, and capital outlay.

**Purpose for the authorized transfer:** to allow additional funds for the expenditure not previously budgeted, per **Exhibit A** attached

**PASSED AND ADOPTED BY THE CITY COUNCIL OF WILLAMINA** this 13th day of December 2016

Attest:





Mayor Ila, Mayor



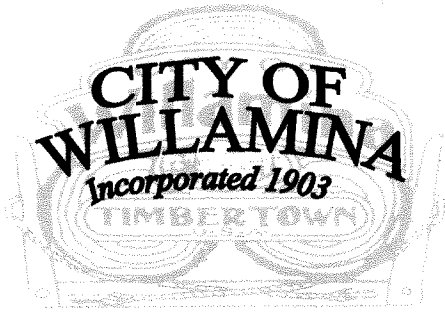
Debbie Bernard, City Recorder

City of Willamina  
Supplemental Budget FY 2016-17

	Resource Increase	Resource Decrease	Expenditure Increase	Expenditure Decrease
<b>General Fund</b>				
Personal Services			75,000	
Contingency				75,000
City Manager originally budgeted as contractor, should be employee & add Library Volunteer Coordinator .2 FTE				
Planning Revenue	4,000			
Material & Supplies (Planning)			4,000	
To declare new revenue and expenditure for new development project.				
Capital Outlay			10,000	
Contingency				10,000
To add to budget for Public Safety Vehicle				
Grant Revenue	5,000			
Grant Expenditure			5,000	
To declare new grant revenue and expenditure for museum (Ford Foundation)				
Grant Expenditure (Green for Growth)			5,000	
Grant Expenditure (Green for Growth Façade)			4,000	
To add expenditures for grants received in prior years				
	-	-	-	-
	<u>9,000</u>	<u>-</u>	<u>103,000</u>	<u>85,000</u>

<b>Water SDC Fund</b>				
Capital Outlay			10,000	
Contingency				10,000
To add capital for new development				

**Exhibit A**



Mayor Ila Skyberg

Council Members:

- President, Rita Baller
- Councilor, Bob Burr
- Councilor, Heather Stritzke
- Councilor, Katie Vinson
- Councilor, Theresa McKnight

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

RESOLUTION NUMBER 16-17-007

*In the Matter of Establishing and )  
 Implementing a Policy Delineating )  
 Rights and Remedies to Employees Who )  
 Disclose Particular Information to )  
 Particular Persons or Authorities, )*

\*\*\*\*\*

The City Council for the City of Willamina, Oregon on the 13th day of December, 2016 sat in regular session for the transaction of business and Resolved the following:

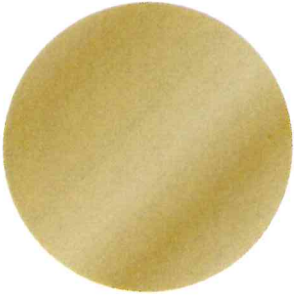
**WHEREAS**, the State of Oregon through its duly elected legislature approved House Bill 4067 (amending what is otherwise known as the “Oregon Whistleblower Law”) during the 2016 Regular Session which was in turn codified at Oregon Revised Statutes §§659A.200 to 659A.224 and §659A.885; and

**WHEREAS**, ORS §659A.203 sets forth a requirement all Oregon public and nonprofit employers enact policies to protect employees who disclose particular information to particular persons or authorities as set forth in the aforementioned statutes;

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


1. **THAT** the City of Willamina Administration is directed to amend the City of Willamina Personnel Policy Handbook to include the rights and remedies available to employees as set forth by the Oregon Whistleblower Law as codified as stated above; and
2. **THAT** the City Administration provide this information to all employees through written or electronic means.

**APPROVED and ADOPTED** by the City Council of the City of Willamina this 13th day of December, 2016.



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

**ATTEST:**

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

**RESOLUTION NO. 16-17-008**

**A RESOLUTION TO ESTABLISH THE RIGHT-OF-WAY USE FEE AND LICENSE APPLICATION FEES FOR UTILITIES OPERATING WITHIN THE CITY OF WILLAMINA CITY RIGHTS OF WAY**

WHEREAS, on December 27, 2016, the City adopted Ordinance No. 665, which amends Title V of the Code of the City of Willamina to add a new Chapter 53 “Utility Facilities in the Public Rights of Way” (“Ordinance”); and

WHEREAS, among other things, the Ordinance establishes fees related to utility use of the rights-of-way in the City, the rates of which are to be set by resolution of the City Council; and

WHEREAS, the City Council finds that all utilities should compensate the City for the privilege of using the rights-of-way, which is a limited public asset, and further finds that the right-of-way use fee rates set forth below will better compensate the City for the costs, impacts and burdens related to utility use of rights-of-way in the City than current franchise fees; and

WHEREAS, the City Council finds that it is in the public interest to establish the rates and fees set forth below.

NOW, THEREFORE, THE CITY OF WILLAMINA, OREGON RESOLVES AS FOLLOWS:

**Section 1.** The License application fee established in Chapter 53.06 (C) shall be \$300.

**Section 2.** The rates of the Right-of-Way Use Fee established in Chapter 53.12 (A) shall be as follows, to the extent permitted under applicable law:

**Annual Fee Rate:**

<b>Utility Service</b>	<b>ROW Use Fee Rate</b>
Electric	3.5% of gross revenue as defined in the franchise agreement granted to Portland General Electric by Ordinance 653
Natural Gas	5.0% of gross revenue
Communications Services	5.0% of gross revenue
Water	3.0% of gross revenue
Sanitary Sewer	3.0% of gross revenue
Storm Sewer	3.0% of gross revenue

Except as set forth above, "gross revenue" means any and all amounts, of any kind, nature or form, without deductions for expense, less net uncollectibles, derived from the operation of utility facilities in the City and the provision of utility services in the City, subject to all applicable limitations in federal or state law.

**Section 3.** This Resolution shall be in full force and effect upon its adoption by the Council.

Duly adopted by the City Council this <sup>23</sup>10 day of January, 2017.

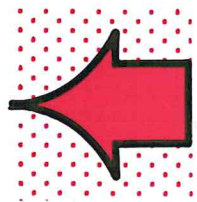
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Ila Skyberg  
Mayor

Attest:

[Redacted signature]

Debbie Bernard  
City Recorder



City of Willamina 411 NE "C" Street PO Box 629 Willamina OR 97396 Telephone: 503-876- 2242 Fax: 503-876- 1121 ci.willamina.or.us	<b>CITY OF WILLAMINA          APPLICATION          RIGHT OF WAY USAGE LICENSE</b> Please type or print clearly City Code – Chapter 53	
<p><b><i>Pursuant to Chapter 53 of the Code of the City of Willamina, unless a person has a valid franchise from the City, every person who owns or controls any utility facilities (as defined in the Code) in, upon, beneath, over or across any public right of way (ROW), and prior to constructing, placing or locating any utility facilities in the ROW, shall obtain a license from the City.</i></b></p> <p><b>Instructions:</b> Please provide all information requested below, including applicable application fees, to the Willamina _____ Department. The application must be signed by an authorized representative of the entity requesting a license.</p> <p>The City will review the information and return an executed copy of the application, if approved. The copy of the executed license application will serve as the license required by Chapter 53.</p> <p>For additional information, please contact _____, 503-876-_____.</p> <p><b>Applicant Information:</b></p>		
<b>Applicant Name (Include Corporate Name registered with Oregon Secretary of State and any DBAs and affiliates that will construct, own or control any facilities in the ROW.)</b>	<b>Applicant's Authorized Contact Name(s) and Title(s):</b>	
<b>Street</b>	<b>City/State/Zip</b>	<b>Phone</b>
<b>E-mail Address</b>	<b>Fax Number</b>	
<b>Describe the Facilities to be Constructed or Operated:</b>		
<b>General location of the existing and/or proposed facilities:</b>		
<b>Description of the approximate number of feet of plant existing and/or to be installed in the ROW:</b>		

*Describe whether the facilities are or will be aerial or underground:*

*Describe the size of facilities and equipment that are or will be located in, on, under, over, or above the ROW:*

*Check all of the following that apply regarding the services to be provided by Applicant over the facilities in the ROW (see definitions in Chapter 53) and provide a description of the utility services to be provided:*

- Cable Service
- Communications Services
- Natural Gas
- Electricity
- Water
- Sanitary Sewer
- Storm Sewer
- Other: \_\_\_\_\_

*Please provide a description of the utility services to be provided:*

*Attach documentation or a statement that demonstrates that the applicant has received or is legally qualified to receive authorizations from state and/or federal authorities necessary to conduct the activities that will require use of the ROW.*

Check box if no authorizations required

**SIGNATURES:**  
*By executing this License, the undersigned affirms that he/she is an authorized representative of the company ("Licensee") with the authority to execute this License Application.*

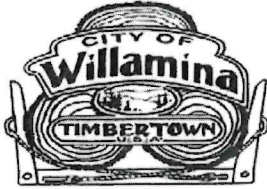
*I hereby certify, on behalf of Licensee, that the information provided in the license application is true and correct as of the date hereof, and that Licensee agrees to abide by the obligations set forth in Chapter 53 of the Code of the City of Willamina.*

By:	Title	Date
-----	-------	------

*The City of Willamina hereby grants to Licensee the License required pursuant to Chapter 53 of the Code of the City of Willamina:*

By:	Title	Date
-----	-------	------

**License Expiration Date:** \_\_\_\_\_



Mayor Ila Skyberg

Council Members:

Rita Baller, Council President

Bob Burr

Katie Vinson

Heather Stritzke

Theresa McKnight

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

**RESOLUTION NUMBER 16.17-008 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 27<sup>th</sup> day of December 2016, 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:

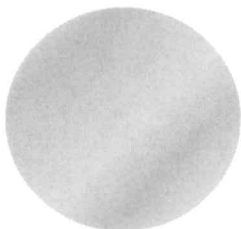
**The 2008 Ford Crown Victoria Vehicle ID 2 FAHP71V58X135477 Plate #E241531**

**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 **27th** day of December, 2016.



[Redacted signature line]  
Ila Skyberg, Mayor

**ATTEST:**  
[Redacted signature line] City Recorder  
Debbie Bernard, City Recorder

**CITY OF Willamina, OREGON  
RESOLUTION NO. 16-17-009**

**A RESOLUTION ESTABLISHING A METHODOLOGY TO ANNUALLY  
ADJUST SYSTEM DEVELOPMENT CHARGES FOR INFLATION**

**WHEREAS**, §33.15 of the Willamina Municipal Code (WMC) states the purpose of the system development charge (SDC) is to impose a portion of the cost of capital improvements for water, wastewater, drainage, streets, flood control, and parks and recreation upon those developments that create the need for or increase the demands on capital improvements, and

**WHEREAS**, Oregon Revised Statute (ORS) 223.304 (8) (b) states a change in the amount of a reimbursement fee or an improvement fee is not a modification of the SDC methodology if the change in the amount is based on: the periodic application of one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be: (A) a relevant measurement of the average change in the prices or costs over an identified time period for materials, labor, real property or a combination of the three; (B) published by a recognized organization or agency that produces the index or data source for the reasons that are independent of the SDC methodology; and (C) incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution, or order.

**WHEREAS**, it is the desire and resolve of the City Council to keep its schedule of SDCs current and adequate to support the funding of critical municipal infrastructure improvements.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLAMINA HEREBY RESOLVES AS FOLLOWS:**


The City shall establish a policy of reviewing its suite of SDCs every five years. Between the review dates, the city shall apply a cost adjustment index to adjust the SDCs annually to reflect changes in costs for land, materials, labor, and construction. The specific cost index to be used, and how the index is to be applied is as follows:

1. Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC methodology report(s) shall on January 1<sup>st</sup> of each year be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on:
  - a. The change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI).
  - b. The SDCs adjustment factor shall be used to adjust the SDCs, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property; or adoption of an updated methodology.

RESOLUTION NO. 16-17-009 shall be in full force and effect on April 11, 2017.

CONSIDERED AND PASSED BY THE COMMON COUNCIL OF THE CITY OF Willamina this 11 day of April, 2017.

APPROVED: MAYOR ILA SKYBERG

  
\_\_\_\_\_

ATTEST: CITY RECORDER DEBBIE BERNARD

  
\_\_\_\_\_

RESOLUTION NO. 16-17-009 page 2



Mayor Ila Skyberg

Council Members:

- Council President, Rita Baller*
- Robert Burr*
- Heather Stritzke*
- Craig Johnson*
- Theresa McKnight*
- April Wooden*

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

**RESOLUTION NUMBER 16-17-010**

**Increasing Rates for the Use and Sales of Water & ~~Increasing~~ ~~Decreasing~~ Sewer Rates**

**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 #15.16.014 on June 9, 2016.

**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 change of rates to water by increasing the base charge by 20% from \$26.32 to \$31.58 and increasing the commodity rate by 20% from \$3.16 to 3.83. Also, the extraterritorial rate at a surcharge of 15%. In addition, approving the increase of the sewer rate by 3% from \$57.65 to \$59.38, which are proposed to begin with the June 16-July 15, 2017 billing. Attached, as Exhibit “A”, said rates to be effective with the June 16-July 15, 2017 billing; and

**SECTION 2.** That Exhibit A to Resolution 15.16.014 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 25<sup>th</sup> day of April, 2017.

  
*Ila Skyberg, Mayor*

**ATTEST:**

  
*Debbie Bernard, City Recorder*

F/RESOLUTIONS/2016-2017/16-17-010

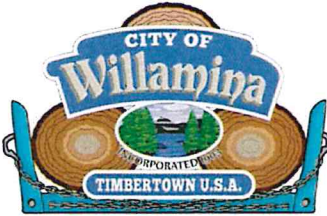
# EXHIBIT A, RESOLUTION NUMBER 16-17-010

Existing Water Rates 2016/2017				New Water Rates 2017/2018			New Rates: Meter Size Breakdown	
Rate Number	Description	2016/2017	2016/2017	2017/2018	2017/2018	Extraterritorial Surcharge (Outside City Limits)	Meter Size	Base Rate by Size
		Base Amount	Consumption Rate/100 cu ft.					
103	Vacation Rate	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	5/8	\$ 31.58
105	Apt > 4 Units	\$ 105.33	\$ 3.16	\$ 126.40	\$ 3.79	\$ 18.96	3/4	\$ 31.58
106	Duplex	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	1	\$ 50.54
107	3-Plex	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	1 1/2	\$ 63.18
108	4-Plex or Mult Units	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	2	\$ 126.35
109	Business	\$ 52.65	\$ 3.16	\$ 63.18	\$ 3.79	\$ 9.48	6	\$ 631.75
110	Rays Grocery	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	8	\$ 1,895.26
111	Car Wash	\$ 52.65	\$ 3.16	\$ 63.18	\$ 3.79	\$ 9.48	10	\$ 2,527.01
112	Group Home	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	12	\$ 3,537.82
113	Laundry	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	F-3/4	\$ 31.58
114	Willamina Lumber	\$ 2,384.78	\$ 0.95	\$ 2,861.74	\$ 1.14	\$ 429.26	I-2	\$ 715.44
115	Meter - 2 Inch	\$ 105.29	\$ 3.16	\$ 126.35	\$ 3.79	\$ 18.95	I-3/4	\$ 57.24
116	House Cabin	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	I-8	\$ 28.61
117	3/4 Base Rate"	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74		
118	Cafe Resteraunt	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	Consumption /100 cu ft	\$ 3.79
119	Business - 1	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74	Consumption /100 cu ft - I	\$ 1.14
120	Cafe Restaurant	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74		
121	Cafe Resteraunt (T4)	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74		
122	Cafe Restaurant (T6)	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74		
123	Single Family (W1)	\$ 26.32	\$ 3.16	\$ 31.58	\$ 3.79	\$ 4.74		
322	Highschool New	\$ 526.46	\$ 3.16	\$ 631.75	\$ 3.79	\$ 94.76		

New Utility Rate 2017/2018	
2017-18	Base Amount
\$	3.00

Exiting Sewer Rates 2016/2017				New Sewer Rates 2017/2018		
Rate Number	Description	2016/2017		2017/2018	Extraterritorial Surcharge (Outside City Limits)	15%
		Base Amount				
300	Single Family (S1)	\$ 57.65	\$ -	\$ 59.38	\$ 8.91	
301	Apartment / Duplex (SA)	\$ 57.65	\$ -	\$ 59.38	\$ 8.91	
302	Business - Sewer (SB)	\$ 57.65	\$ -	\$ 59.38	\$ 8.91	
303	Church - Sewer (SC)	\$ 57.65	\$ -	\$ 59.38	\$ 8.91	
304	Car Wash - Sewer (SCW)	\$ 109.71	\$ -	\$ 113.00	\$ 16.95	
305	Grocery Store (SF)	\$ 139.74	\$ -	\$ 143.93	\$ 21.59	
308	Group Home (SGH)	\$ 57.65	\$ -	\$ 59.38	\$ 8.91	
309	Vacation Rate (SH)	\$ 18.08	\$ -	\$ 18.62	\$ 2.79	
310	Laundry - Sewer (SL)	\$ 287.88	\$ -	\$ 296.51	\$ 44.48	
312	Willamina Lumber (SLW)	\$ 696.65	\$ -	\$ 717.55	\$ 107.63	
313	House / Cabins (SPS)	\$ 166.02	\$ -	\$ 171.00	\$ 25.65	
314	Senior Rate (SS)	\$ 57.65	\$ -	\$ 59.38	\$ 8.91	
315	Cafe / Resteraunt (ST1)	\$ 138.16	\$ -	\$ 142.30	\$ 21.35	
317	Cafe / Resteraunt (ST3)	\$ 184.25	\$ -	\$ 189.78	\$ 28.47	
318	Cafe / Resteraunt (ST4)	\$ 87.54	\$ -	\$ 90.17	\$ 13.53	
320	ST6	\$ 57.65	\$ -	\$ 59.38	\$ 8.91	



Mayor Ila Skyberg

Council Members:

- Council President, Rita Baller*
- Robert Burr*
- Heather Stritzke*
- Craig Johnson*
- Theresa McKnight*
- April Wooden*

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

**RESOLUTION NUMBER 16.17-011  
Utility Fee**

**WHEREAS**, Ordinance 660 adds section 33.40 to the Willamina Municipal Code authorizing the establishment and imposition of fees and other charges for streets, sidewalks, streetlights and other public places and amenities.

**WHEREAS**, The City Council is authorized to establish and impose fees and other charges it deems necessary to fund construction, maintenance and operation of streets, sidewalks, pedestrian pathways, street lights and other public places and amenities in amounts to be established by resolution and which amounts shall be included on a schedule kept in the City Recorder's office and available to the public for review.

**WHEREAS**, Said fees of \$3.00 per utility customer is imposed by resolution, ~~and may be made retroactive.~~

**WHEREAS** Said fees and other charges may be included with invoices for charges imposed by the City to users of the City's water and/or sewer invoicing and shall be deemed to be the first fees and charges collected.

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

**SECTION 1.** That the City Council hereby approves the rate charge of \$2.50 to \$3.00 to each utility customer which is proposed to begin with the June 16-July 15, 2017 billing. Two dollars will go to pay for Street lighting and \$1.00 will go into a reserve.

**SECTION 2.** That Resolution 15.16.018 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 25<sup>th</sup> day of April 2017.

  
Ila Skyberg, Mayor

**ATTEST:**

  
Debbie Bernard, City Recorder

**RESOLUTION NO. 16-17-012**

A resolution supporting the City of Willamina ongoing participation as a member of the Yamhill County Transit Authority (YCTA) Project Advisory Committee (PAC) to appoint **Craig Johnson** as the successor to the current committee member Bob Sivick.

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

1. The City of WILLAMINA continues to support efforts achieved by the (YCTA) Yamhill County Project Advisory Committee members, working for transit service to all of its residents.
2. The City of WILLAMINA supports the efforts of the (YCTA) Yamhill County Project Advisory Committee members, to continue participating in the regional collaborative.
3. The City Council hereby appoints Craig Johnson, as the member of the (YCTA) Yamhill County Project Advisory Committee members, representing the City of WILLAMINA.

EFFECTIVE DATE

The effective date of this Resolution shall be May 9, 2017.

Adopted by the City Council of the City of Willamina at a regular meeting held the 9th day of May 2017 be the following votes:

Ayes: Councilors, Burr, Johnson, Baller, McKnight, Stritzke, Wooden  
Nays: Ø

Approved this 9th day of May 2017.

  
Ila Skyberg, Mayor

Approved as to form:

  
City Recorder, Debbie Bernard

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

*In the Matter of Fees to be charged for Land Use  
Applications coming before the City of Willamina*

**Resolution No., 16-17-013**

*The City Council for the City Willamina, Oregon, on 9<sup>th</sup> day of May, 2017, sat in regular session  
for the transaction of City business.*

- *Whereas, Section 3.206 of the Willamina Zoning and Development Ordinance, City Ordinance No. 592, states that fees for the purpose of defraying administrative costs of the City associated with procession applications shall be set by resolution of the City Council; and*
- *Whereas, the City Council has found that the fees established in Resolution No. 2000-01-05 need to be adjusted based upon review and recommendation of the City Recorder*
- *and City Manager:*
- *Now, Therefore, be it resolved by the City Council of the City of Willamina, Oregon, that fees charged per planning application shall be as follows:*

<b>APPLICATION DESCRIPTION</b>	<b>APPLICATION FEE DEPOSIT</b>	
<b>*All applications shall be assessed a 10% administration fee based on the application costs.</b>		
*Annexation/Zone Change		\$ 2,500.00
Appeal to Council	50% of the Application Fee of action appealed	
*Comprehensive Plan Amendment		\$ 2,500.00
*Conditional Use Permit		\$ 600.00
Construction Application Fee	5% of actual Construction Costs	

APPLICATION DESCRIPTION	APPLICATION FEE DEPOSIT	
*Lot Line Adjustment		\$ 350.00
*Multiple Applications	Most expensive Application Fee in full plus 1/2 of Application Fee for other applications*	
*Non-Conforming Use		\$ 600.00
*Partition		\$ 1,000.00
*Planned Unit Development		\$ 1,800.00
Review of Application for Compensation Under Article 1, Section 18 of the Constitution of the State of Oregon (a/k/a Ballot Measure 7)	Deposit	\$ 750.00
*Similar Use		\$ 600.00
Site Plan Review		\$ 600.00
*Subdivision-Final Plan		\$ 2,500.00
Subdivision-Preliminary Plat	750 plus 450.00 per lot up to maximum of	\$ 2,500.00
Temporary Mobile Home Placement		\$ 50.00
*Variance Application		\$ 600.00
*Zone Map Amendment		\$ 1,500.00

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

Adopted by the City Council of the City of Willamina, Oregon at a regular meeting held on the 9 day of May 2017 by the following votes:

AYES: Councilors: Burr, Johnson, Baller, McKnight  
Stritzke, Wooden.  
 NAYS: \_\_\_\_\_

APPROVED this 9th day of May 2017.

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

Attest: \_\_\_\_\_  
 Debbie Bernard, City Recorder

***City of Willamina***

***Incorporated in 1903***

**RESOLUTION NO. 16-17-015**

A resolution supporting the City of Willamina ongoing participation as a member of the Yamhill County Affordable Housing Corporation's (YCAHC) regional Housing Rehabilitation Collaborative and board of directors, and to appoint Heather Stritzke as the successor to the current board member Bob Sivick.

**RECITALS:**

The Yamhill County Housing Rehabilitation program and the resulting county wide regional collaborative began in 1980 with its first Housing Rehabilitation Community Development Block Grant (CDBG) award.

The City of Willamina has participated in the YCAHC Board since 1984 when the city received its first Housing Rehabilitation CDBG award.

The program continues to assist homeowners county wide with the revolving loan fund that has resulted from past CDBG awards. This revolving fund currently has almost \$4,000,000.00 in receivables that are loaned back out to families for Housing Rehabilitation or other programs specifically focused on sustaining affordable housing in our region.

The YCAHC Board makes all final decisions regarding the expenditures and use of these revolving loan funds.

Formal appointment of the YCAHC board member by the City Council is required.

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

1. The City of WILLAMINA continues to support efforts to achieve affordable housing solutions for all of its residents.
2. The City of WILLAMINA supports the efforts of the YCAHC programs and wishes to continue participating in the regional collaborative.
3. The City Council hereby appoints Heather Stritzke, as the member of the YCAHC Board representing the City of WILLAMINA.

EFFECTIVE DATE

The effective date of this Resolution shall be May 9, 2017.

Adopted by the City Council of the City of Willamina at a regular meeting held the 9th day of May 2017 be the following votes:

Ayes: Councilors, Burr, Johnson, Baller, McKnight  
Stritzke, Wooden.  
Nays: Ø Ø

Approved this 9<sup>th</sup> day of May 2017.



Ila Skyberg, Mayor

Attest:



City Recorder, Debbie Bernard



Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller*

*Bob Burr*

*Craig Johnson*

*Heather Stritzke*

*Theresa McKnight*

*April Wooden*

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

**RESOLUTION NUMBER 16.17-016**

**A RESOLUTION ADOPTING THE FY 2017/2018 BUDGET, AS AMENDED, MAKING  
APPROPRIATIONS AND IMPOSING & 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 2017/2018 in the sum of \$3,408,310.

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for fiscal year beginning July 1, 2017 and for the purposes show below are hereby appropriated:

<b>Appropriation By Fund by Program</b>	<b>2017-2018</b>
<b>10 General</b>	<b>(860,955)</b>
Admin	(283,786)
EID/DT Loan	(10,000)
Council	(13,550)
Parks	(41,079)
Court	(6,650)

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Library	(60,089)
Museum	(11,700)
Planning & Development	(45,000)
Public Safety	(256,363)
Cemetery	(1,300)
Steet Lights	(19,000)
Contingency	(112,438)
<b>20 Street</b>	<b>(234,574)</b>
Street	(105,479)
Contingency	(110,874)
Transfer Out	(18,221)
<b>21 Street SDC</b>	<b>(141,848)</b>
Contingency	(141,848)
<b>30 Water</b>	<b>(661,996)</b>
Water	(471,504)
Capital	(70,000)
Debt	(52,812)
Contingency	107,365
Transfer Out	(175,045)
<b>31 Water SDC</b>	<b>(66,338)</b>
Capital	(10,000)
Contingency	(43,135)
Transfer Out	(13,203)
<b>40 Waste Water</b>	<b>(1,097,727)</b>
Waste Water	(363,361)
Capital	(10,000)
Debt	(173,738)
Contingency	(256,372)
Transfer Out	(294,256)
<b>41 Waste Water SDC</b>	<b>(31,346)</b>
Contingency	(7,023)
Transfer Out	(24,323)
Contingecy	(1,600)
<b>50 Debt</b>	<b>(313,526)</b>
Tranfer	(313,526)
<b>Grand Total</b>	<b>(3,408,310)</b>

**IMPOSING THE TAX**

**BE IT RESOLVED** that the budget committee of the City of Willamina hereby imposes the taxes provided for in the approved budget at the district's permanent rate of \$4.2039 per \$1,000 of assessed value. These taxes are hereby imposed and categorized for tax year 2017-18 upon the assessed value of all taxable property within the district.

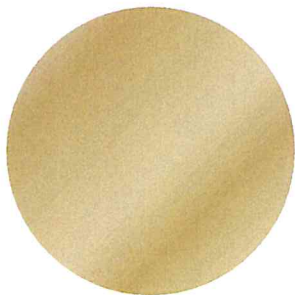
**BE IT RESOLVED** that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**CATEGORIZING THE TAX**

	<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
Permanent Tax Rate	4.2039/\$1,000	0
Category Total	4.2039/\$1,000	0

**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 **13th day of June 2017**.



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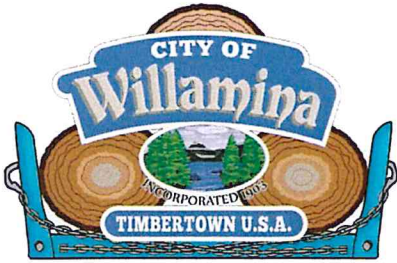
*Ila Skyberg, Mayor*

**ATTEST:**

[Redacted signature area]

*Debbie Bernard, City Recorder*

*City Recorder*



Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller  
Bob Burr  
Craig Johnson  
Theresa McKnight  
Heather Stritzke  
April Wooden*

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

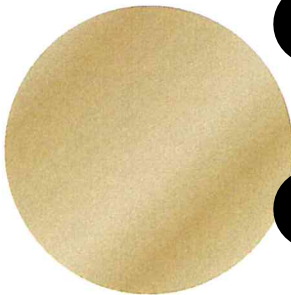
RESOLUTION NUMBER 16-17-017

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

**Section 1.** THAT pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2015-2016.

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

**PASSED AND ADOPTED** by the City Council of the City of Willamina this 29<sup>th</sup> day of June, 2015.



*Ila Skyberg, Mayor*

**ATTEST:**

*Debbie Bernard, City Recorder*

**I certify that a public hearing was held before the Budget Committee on May 10, 2017, and a public hearing before the City Council was held on June 13, 2017, giving citizens an opportunity to comment on use of State Revenue Sharing.**

**Debbie Bernard, City Recorder**

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Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller*

*Bob Burr*

*Craig Johnson*

*Theresa McKnight*

*Heather Stritzke*

*April Wooden*

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

### RESOLUTION NO. 16-17-018

Whereas, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

and

Whereas, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

Be it resolved, that the City of **WILLAMINA** hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- XX Police protection
- Fire protection
- XX Street construction, maintenance, & lighting

One or more  
utility services

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- XX Sanitary sewer
- Storm Sewers
- XX Planning, zoning, and subdivision control

not checked off  
on left:

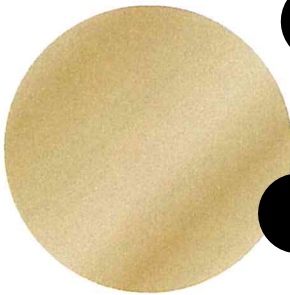
FIRE  
PROVIDED BY  
West Valley Fire

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Approved by the City of WILLAMINA  
this 13th day of June, 2017.



[Redacted Signature]

Ila Skyberg, Mayor

ATTEST:

[Redacted Signature]

Debbie Bernard, City Recorder

*City Recorder*



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President*

*Bob Burr*

*Councilor Johnson*

*Theresa McKnight*

*Councilor Stritzke*

*Councilor Wooden*

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

RESOLUTION NUMBER 16.17-019

**A RESOLUTION APPROVING PROPOSED 2017/18 RATE SCHEDULE FOR  
RECOLOGY WESTERN OREGON (FORMERLY WESTERN OREGON WASTE)**

**WHEREAS**, Recology Western Oregon (hereinafter called "Recology") 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**, Recology 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 13, 2017, 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 Recology Western Oregon, attached hereto as Exhibit A and by this reference made a part hereof, is approved and shall be effective June 13, 2017.

**Passed and adopted** by the Willamina City Council this **13th** day of **June 2017**.



  
*Ila Skyberg, Mayor*

**ATTEST:**

  
*Debbie Bernard, City Recorder*

Attachment – Exhibit A

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**CAN & CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**

**MONTHLY RATES**

CNGWC	32G CAN-CURB	\$ 14.17	2.30%	\$ 0.33	\$ 14.50
CNGEC	32G CAN EOW-CURB	\$ 9.21	2.30%	\$ 0.21	\$ 9.42
CNGMC	32G CAN OAM-CURB	\$ 4.97	2.30%	\$ 0.11	\$ 5.08
OCCC	CAN ON CALL CURB	\$ 4.97	2.30%	\$ 0.11	\$ 5.08

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 13.43	2.30%	\$ 0.31	\$ 13.74
32GEC	32G CART EOW-CURBSIDE	\$ 8.72	2.30%	\$ 0.20	\$ 8.92
32GMC	32G CART MONTHLY-CURB	\$ 4.69	2.30%	\$ 0.11	\$ 4.80
OC3C	32 GAL CART ON CALL CURB	\$ 4.69	2.30%	\$ 0.11	\$ 4.80

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 22.38	2.30%	\$ 0.51	\$ 22.89
90GEC	90G CART EOW-CURB	\$ 14.54	2.30%	\$ 0.33	\$ 14.87
90GMC	90G CART OAM-CURB	\$ 7.83	2.30%	\$ 0.18	\$ 8.01
OC9C	90 GAL CART ON CALL CURB	\$ 7.83	2.30%	\$ 0.18	\$ 8.01

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 4.69	2.30%	\$ 0.11	\$ 4.80
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 7.83	2.30%	\$ 0.18	\$ 8.01

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

**CAN & CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**

**MONTHLY RATES**

CNGWS	32G CAN-SIDE	\$ 14.92	2.30%	\$ 0.34	\$ 15.26
CNGES	32G CAN EOW-SIDE	\$ 9.71	2.30%	\$ 0.22	\$ 9.93
CNGMS	32G CAN OAM-SIDE	\$ 5.23	2.30%	\$ 0.12	\$ 5.35
OCCS	CAN ON CALL SIDE	\$ 5.23	2.30%	\$ 0.12	\$ 5.35

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 20.90	2.30%	\$ 0.48	\$ 21.38
32GES	32G CART EOW-SIDEYARD	\$ 13.58	2.30%	\$ 0.31	\$ 13.89
32GMS	32G CART MONTHLY-SIDE	\$ 7.31	2.30%	\$ 0.17	\$ 7.48
OC3S	32 GAL CART ON CALL SIDE	\$ 7.31	2.30%	\$ 0.17	\$ 7.48

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 34.32	2.30%	\$ 0.79	\$ 35.11
90GES	90G CART EOW-SIDE	\$ 22.31	2.30%	\$ 0.51	\$ 22.82
90GMS	90G CART OAM-SIDE	\$ 12.02	2.30%	\$ 0.28	\$ 12.30
OC9S	90 GAL CART ON CALL SIDE	\$ 12.02	2.30%	\$ 0.28	\$ 12.30

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 7.31	2.30%	\$ 0.17	\$ 7.48
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 12.02	2.30%	\$ 0.28	\$ 12.30

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
XBOX	EXTRA BOX	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
XCAN	EXTRA CAN(S)	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
XMISC	EXTRA MISC	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
X32	EXTRA 32G CART(S)	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
X90	EXTRA 90G CART(S)	\$ 5.60	2.30%	\$ 0.13	\$ 5.73

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

**RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29
APL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
FURN	FURNITURE CHARGE	\$ 17.57	0.00%	\$ -	\$ 17.57
TREE	EXTRA CHRISTMAS TREE	\$ 7.08	2.30%	\$ 0.16	\$ 7.24
IRSC	IN ROUTE SERVICE CHARGE	\$ 18.50	2.30%	\$ 0.43	\$ 18.93
SC	SERVICE CHARGE	\$ 97.45	2.30%	\$ 2.24	\$ 99.69

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 97.45	2.30%	\$ 2.24	\$ 99.69

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 107.27	2.30%	\$ 2.47	\$ 109.74
1GE	1YD TRASH EOW	\$ 65.29	2.30%	\$ 1.50	\$ 66.79
1GM	1YD TRASH MONTHLY	\$ 42.70	2.30%	\$ 0.98	\$ 43.68
1OC	ON CALL-1YD TRASH	\$ 21.33	2.30%	\$ 0.49	\$ 21.82
1XP	EXTRA PICK UP-1YD TRASH	\$ 21.33	2.30%	\$ 0.49	\$ 21.82

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 134.24	2.30%	\$ 3.09	\$ 137.33
1HGE	1.5YD TRASH EOW	\$ 78.78	2.30%	\$ 1.81	\$ 80.59
1HGM	1.5YD TRASH MONTHLY	\$ 48.93	2.30%	\$ 1.13	\$ 50.06
1HOC	ON CALL-1.5YD TRASH	\$ 28.18	2.30%	\$ 0.65	\$ 28.83
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 28.18	2.30%	\$ 0.65	\$ 28.83

**RECOLOGY WESTERN OREGON  
WIL CITY OF WILLAMINA**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 161.21	2.30%	\$ 3.71	\$ 164.92
2GE	2YD TRASH EOW	\$ 92.28	2.30%	\$ 2.12	\$ 94.40
2GM	2YD TRASH MONTHLY	\$ 55.16	2.30%	\$ 1.27	\$ 56.43
2OC	ON CALL-2YD TRASH	\$ 35.02	2.30%	\$ 0.81	\$ 35.83
2XP	EXTRA PICK UP-2YD TRASH	\$ 35.02	2.30%	\$ 0.81	\$ 35.83

**3 YARD CONTAINERS**

**MONTHLY RATES**

3GW	3YD TRASH	\$ 215.17	2.30%	\$ 4.95	\$ 220.12
3GE	3YD TRASH EOW	\$ 119.24	2.30%	\$ 2.74	\$ 121.98
3GM	3YD TRASH MONTHLY	\$ 67.64	2.30%	\$ 1.56	\$ 69.20
3OC	ON CALL-3YD TRASH	\$ 48.74	2.30%	\$ 1.12	\$ 49.86
3XP	EXTRA PICK UP-3YD TRASH	\$ 48.74	2.30%	\$ 1.12	\$ 49.86

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 269.13	2.30%	\$ 6.19	\$ 275.32
4GE	4YD TRASH EOW	\$ 146.24	2.30%	\$ 3.36	\$ 149.60
4GM	4YD TRASH MONTHLY	\$ 80.09	2.30%	\$ 1.84	\$ 81.93
4OC	ON CALL-4YD TRASH	\$ 62.44	2.30%	\$ 1.44	\$ 63.88
4XP	EXTRA PICK UP-4YD TRASH	\$ 62.44	2.30%	\$ 1.44	\$ 63.88

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 323.09	2.30%	\$ 7.43	\$ 330.52
5GE	5YD TRASH EOW	\$ 173.20	2.30%	\$ 3.98	\$ 177.18
5GM	5YD TRASH MONTHLY	\$ 92.55	2.30%	\$ 2.13	\$ 94.68
5OC	ON CALL-5YD TRASH	\$ 76.16	2.30%	\$ 1.75	\$ 77.91
5XP	EXTRA PICK UP-5YD TRASH	\$ 76.16	2.30%	\$ 1.75	\$ 77.91

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 377.06	2.30%	\$ 8.67	\$ 385.73
6GE	6YD TRASH EOW	\$ 200.18	2.30%	\$ 4.60	\$ 204.78
6GM	6YD TRASH MONTHLY	\$ 105.00	2.30%	\$ 2.42	\$ 107.42
6OC	ON CALL-6YD TRASH	\$ 89.86	2.30%	\$ 2.07	\$ 91.93
6XP	EXTRA PICK UP-6YD TRASH	\$ 89.86	2.30%	\$ 2.07	\$ 91.93

**8 YARD CONTAINERS**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 446.31	2.30%	\$ 10.27	\$ 456.58
8GE	8YD TRASH EOW	\$ 234.82	2.30%	\$ 5.40	\$ 240.22
8GM	8YD TRASH MONTHLY	\$ 121.00	2.30%	\$ 2.78	\$ 123.78
8OC	ON CALL-8YD TRASH	\$ 107.45	2.30%	\$ 2.47	\$ 109.92
8XP	EXTRA PICK UP-8YD TRASH	\$ 107.45	2.30%	\$ 2.47	\$ 109.92

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

Compactor Rating	<b>4 : 1</b>	<b>3 : 1</b>	<b>2 : 1</b>
Factor applied to container rate of same size	1.5	1.3	1.12

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**DEBRIS BOX SERVICES**

**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 97.45	2.30%	\$ 2.24	\$ 99.69
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 166.12	2.30%	\$ 3.82	\$ 169.94
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 198.36	2.30%	\$ 4.56	\$ 202.92

**DEBRIS BOX DISPOSAL FEES**

**RATE PER UNIT**

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 40.12	4.48%	\$ 1.80	\$ 41.92
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 40.12	4.48%	\$ 1.80	\$ 41.92
DFWD	DISPOSAL FEE - CLEAN WOOD (\$\$/TON)	\$ 22.67	48.21%	\$ 10.93	\$ 33.60
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD <sup>3</sup> )	\$ 7.95	0.00%	\$ -	\$ 7.95

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**TEMPORARY DEBRIS BOXES - COD RATES (INCLUDES HAUL & AVERAGE DISPOSAL FOR BOX SIZE)**

10DG	10 YARD BOX W/DISPOSAL	\$ 220.47	2.30%	\$ 5.07	\$ 225.54
20DG	20 YARD BOX W/DISPOSAL	\$ 309.44	2.30%	\$ 7.12	\$ 316.56
30DG	30 YARD BOX W/DISPOSAL	\$ 398.44	2.30%	\$ 9.16	\$ 407.60

**RELATED FEES**

**RATE PER DAY**

RENTD	DAILY RENTAL FEE	\$ 8.18	2.30%	\$ 0.19	\$ 8.37
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

RENTM	MONTHLY RENTAL FEE	\$ 115.53	2.30%	\$ 2.66	\$ 118.19
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Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

TIME	TRUCK TIME FEE	\$ 110.74	2.30%	\$ 2.55	\$ 113.29
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 110.74	2.30%	\$ 2.55	\$ 113.29
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 166.13	2.30%	\$ 3.82	\$ 169.95

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**TEMPORARY RENTAL CONTAINERS**

**RATE PER EACH**

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 24.49	2.30%	\$ 0.56	\$ 25.05
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 68.22	2.30%	\$ 1.57	\$ 69.79
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

TOFFR	TIRE CHARGE NO RIM	\$ 4.69	0.00%	\$ -	\$ 4.69
TONR	TIRE CHARGE ON RIM	\$ 9.37	0.00%	\$ -	\$ 9.37
APPL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29

**MEDICAL WASTE COLLECTION SERVICES**

**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 27.95	2.00%	\$ 0.56	\$ 28.51
M10SC	10 QT SHARPS CONTAINER	\$ 30.83	2.00%	\$ 0.62	\$ 31.45
M23SC	23 QT SHARPS CONTAINER	\$ 50.75	2.00%	\$ 1.02	\$ 51.77
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 36.38	2.00%	\$ 0.73	\$ 37.11
M21BX	21 GAL MEDICAL WASTE BOX	\$ 41.33	2.00%	\$ 0.83	\$ 42.16
M48BX	48 GAL MEDICAL WASTE BOX	\$ 47.25	2.00%	\$ 0.95	\$ 48.20
M8GBP	RX MED WASTE TUB	\$ 95.55	2.00%	\$ 1.91	\$ 97.46

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).  
Billing Terms: Commercial Accounts are billed on a monthly basis.  
Residential accounts are billed once every three months, in advance.

## RESOLUTION No. 16.17-021

### A RESOLUTION DECLARING REAL PROPERTY TO BE SURPLUS AND AUTHORIZING THE SALE OF THE PROPERTY

WHEREAS, the City of Willamina is the owner of real property located at 220 NW Main Street, identified as the Old City Shops Property and is referred to by Yamhill County as 6S-7W-1AC, Tax Lots 13700, 13800 & 13900 Yamhill County, Oregon

WHEREAS, the property consists of about .75-acres (32,485-SF) of which is zoned C-1, General Commercial (TLs 13700 & 13800), R-3, Multi-family Residential (TL 13900) The City of Willamina, Oregon and,

WHEREAS, The Old City Shops building is a single story building originally constructed prior to 1994. The subject consist of 2,304-SF of net area and includes five garage bays and four roll up metal doors; and,

WHEREAS, the City Manager, after conferring with other city staff, has concluded that the City has no use for the Old City Shops property and building and there is reason to believe the property can be put to a productive use by the City and,

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

1. **That** the property identified as the Old City Shops located at 220 NW Main Street Willamina, Oregon is hereby declared to be surplus; and,
2. **That** the City Manager or his designee is authorized to sell said property.

**Passed and Adopted** by the City Council of the City of Willamina, Oregon, on the **19<sup>th</sup> day of June 2017.**

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

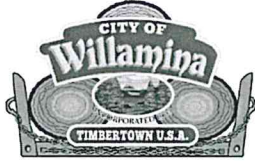
ATTEST:

  
*Debbie Bernard*  
City Recorder Debbie Bernard

*An Equal Opportunity Employer*

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

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



**CITY OF WILLAMINA, OREGON**  
**RESOLUTION NO. R16-17-020**

**A RESOLUTION OF THE WILLAMINA CITY COUNCIL TO AWARD A CONTRACT FOR THE PAVING OF CHERRY STREET AND DIRECTING STAFF TO TRANSFER \$37,000 FROM STREET FUND CONTINGENCY TO STREET FUND CAPITAL IN THE 2016/17 BUDGET.**

**WHEREAS**, Staff has issued 3 requests to have Cherry Street Repaved per specification in accordance with ORS 279B.070; **and**

**WHEREAS** staff has received 3 responses; **and**


**WHEREAS** Money exists in Street Fund Contingency to award the low bid for the contract to repave Cherry Street; **Now**

**THEREFORE**, The City Council of Willamina authorizes staff to Award the contract to repave Cherry Street to Newman Paving, low bid, in the amount of \$37,000; **and**


The City Council of Willamina directs staff to transfer funds from the 2016/17 Budget for Street Fund Contingency to Street Fund Capital.

**This resolution is effective immediately upon its passage by the Council.**

ADOPTED this 13th day of June, 2017.

  
\_\_\_\_\_  
Ilya Skyberg  
Mayor

6-22-2017  
Date of Signing

ATTESTED:  
  
\_\_\_\_\_  
Debbie Bernard,  
City Recorder

June 13, 2017  
Date of Enactment

## ESTIMATE

**NEWMAN**  
Paving & Curbing

City Of Willamina

**Newman Paving & Curbing**

PO Box 6070  
Salem, Or 97304

Estimate #

000063

Date

04/26/2017

Phone: (503) 391-6274

Email: office@newmanpaving.net

Fax: (503) 399-5326

Description	Total
Cherry ave (James to Pioneer and Pioneer to Hill) Clean, per level, tack and overlay with 2" asphalt on 22,500 sq ft	\$37,370.00
Asphalt	\$0.00
Measurements provided by others Basic traffic control provided (road closure signage) Riser rings for manhole provided by City Price includes valve boxes to be jackhammered and lifted, but if broken, new box provided by City Prices are not certified payroll	
<b>Subtotal</b>	<b>\$37,370.00</b>
<b>Total</b>	<b>\$37,370.00</b>

We propose hereby to furnish materials and labor- complete in accordance with the above specifications. Payment shall be made within 30 days following completion of work. Unpaid balances shall bear SERVICE CHARGE AT THE RATE OF 18% PER ANNUM..until paid in full. In the event suit or action including any appeal therefrom, is brought to enforce any terms of this agreement, the prevailing party shall be entitled to such reasonable attorney's fees and costs as may be awarded by the trial and appellate courts. This proposal may be withdrawn by us if not accepted within 30 days. Any permits required are to be obtained by owner. "CHANGE ORDERS> Any change from the original proposal shall be in writing and signed by both parties. Any change in the price as a result of the change shall be stated thereon." "Venue. The parties agree that exclusive jurisdiction to determine any dispute between them is conferred upon the district or Circuit Court, as appropriate, of Marion County, Oregon"



City Of Willamina



## **NORTH SANTIAM PAVING CO.**

**SITE DEVELOPMENT AND  
ROADWAY CONTRACTORS**

41203 Kingston-Lyons Dr SE - PO Box 516 Stayton, Or 97383 - Office: 503.769.3436 – Fax: 503.769.7358 - CCB #53247

May 12, 2017

City of Willamina Public Works  
Attn: Jeff Brown  
411 NE C St.  
Willamina, OR 97396

### **City of Willamina – 2017 Street Overlay Package**

We are pleased to provide the following quotations for your projects:

---

#### **Mobilization of Crews and Equipment (equal regardless of number of jobs completed)**

**Lump sum cost of: \$12,150**

#### **Job A: Cherry Ave James St to Hill St**

**Lump sum Cost of: \$46,500**

- Removal of existing cold mix patching
- Place pre-level over entire street at an average depth of 1.5” using approximately 250 tons of hot mix asphalt
- Provide, place and compact **approximately 250 tons of hot mix asphalt pavement at a 1.5” average depth**
- Pave a 3’ wide driveway access at each of the 15 driveways
- Raise existing utilities to new grade
- Sand seal edges

Exclusions: Surveying, Manhole Risers, New Water Valves, over excavation, shoulder rock, mobilization

#### **Job B: 4<sup>th</sup> Street (B St to D St.)**

**Lump Sum Cost of: \$29,220**

- Place pre-level over entire street at an average depth of 1.5” using approximately 150 tons of hot mix asphalt
- Provide, place and compact **approximately 150 tons of hot mix asphalt pavement at a 1.5” average depth**
- Pave a 3’ wide driveway access at each of the 4 driveways
- Raise existing utilities to new grade
- Sand seal edges

Exclusions: Surveying, Manhole Risers, New Water Valves, over excavation, shoulder rock, mobilization

#### **Job C: D Street (4<sup>th</sup> St to 3<sup>rd</sup> St.)**

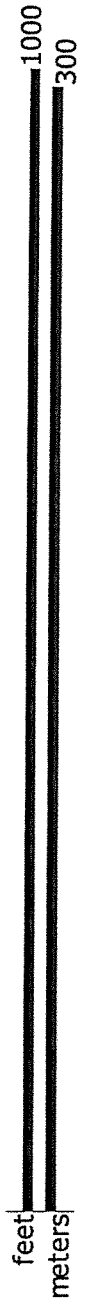
**Lump Sum Cost of: \$13,800**

- Place pre-level over entire street at an average depth of 1.5” using approximately 65 tons of hot mix asphalt
- Provide, place and compact **approximately 65 tons of hot mix asphalt pavement at a 1.5” average depth**
- Pave a 3’ wide driveway access at each of the 5 driveways
- Raise existing utilities to new grade
- Sand seal edges

Exclusions: Surveying, Manhole Risers, New Water Valves, over excavation, shoulder rock, mobilization

Should you have any questions please contact me directly at 503-302-8338, we appreciate the opportunity!

Dylan Bochsler



Google Earth

Google Earth

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## RESOLUTION No. 16.17-021

### A RESOLUTION DECLARING REAL PROPERTY TO BE SURPLUS AND AUTHORIZING THE SALE OF THE PROPERTY

WHEREAS, the City of Willamina is the owner of real property located at 220 NW Main Street, identified as the Old City Shops Property and is referred to by Yamhill County as 6S-7W-1AC, Tax Lots 13700, 13800 & 13900 Yamhill County, Oregon

WHEREAS, the property consists of about .75-acres (32,485-SF) of which is zoned C-1, General Commercial (TLs 13700 & 13800), R-3, Multi-family Residential (TL 13900) The City of Willamina, Oregon and,

WHEREAS, The Old City Shops building is a single story building originally constructed prior to 1994. The subject consist of 2,304-SF of net area and includes five garage bays and four roll up metal doors; and,

WHEREAS, the City Manager, after conferring with other city staff, has concluded that the City has no use for the Old City Shops property and building and there is reason to believe the property can be put to a productive use by the City and,

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

1. **That** the property identified as the Old City Shops located at 220 NW Main Street Willamina, Oregon is hereby declared to be surplus; and,
2. **That** the City Manager or his designee is authorized to sell said property.

**Passed and Adopted** by the City Council of the City of Willamina, Oregon, on the **19<sup>th</sup> day of June 2017.**

  
Mayor Ila Skyberg

ATTEST:

  
City Recorder Debbie Bernard

*An Equal Opportunity Employer*

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