



Mayor Corey L Adams

Council Members:

*Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariab Woodward, Honorary City Councilor*

City Staff:

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

MEMO TO: CITY COUNCIL

DATE: JULY 10, 2014

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: RESOLUTION #14.15-001, A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO SPECIFIED VOLUNTEERS OF THE CITY OF WILLAMINA

Background:

1. At the May 8, 2014, the City Council discussed providing Workers' Compensation Coverage to specific classes of volunteers working for the City. Staff was directed to bring back a resolution for adoption at a later meeting.
2. Attached for adoption is Resolution #14.15-001, A Resolution Extending Workers' Compensation Coverage to Specified Volunteers of the City Of Willamina, that outlines the volunteers that will and will not be covered. There is no change in coverage from the prior year.

Recommendation:

That the City Council adopt Resolution #14.15-001, A Resolution Extending Workers' Compensation Coverage to Specified Volunteers of the City Of Willamina.

Attachment

F/RESOLUTIONS/2014-2015/14.15-001.CCMEMO.07-10-14



Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Wilms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

RESOLUTION NUMBER 14.15-001 *A Resolution Extending Workers Compensation Coverage to Specified Volunteers of the City of Willamina*

The City Council of the City of Willamina, Oregon, on the 10th of July, 2014, sat in Regular Session for the transaction of business.

WHEREAS, pursuant to ORS 656.031, it is the desire of the Willamina City Council to provide workers' compensation coverage to the classes of volunteers listed in this resolution, noted on CIS payroll scheduled and verified at audit:

1. **Public Safety Volunteers**

Applicable _____ Non-Applicable X

2. **Volunteer Boards, Commissions and Councils for the Performance of Administrative Duties**

Applicable X Non-Applicable _____

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission or council for the performance of administrative duties. The covered bodies are:

- a. Willamina City Council
- b. Willamina Planning Commission
- c. Willamina Library Board
- d. Willamina Budget Committee

3. **Manual Labor by Elected Officials**

Applicable _____ Non-Applicable X

4. **Non-Public Safety Volunteers**

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

a. Library

5. **Public Events**

Applicable _____ Non-Applicable X

6. **Community Service Volunteers/Inmates**

Applicable _____ Non-Applicable X

7. **Other Volunteers**

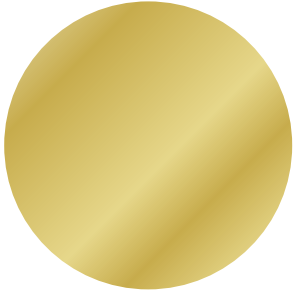
Volunteer exposures not addressed here will have workers' compensation coverage, if prior to the onset of the work provided that the City of Willamina:

- a. Provides at least two (2) weeks' advance written notice to CIS underwriting requesting the coverage;
- b. CIS approves the coverage and date of coverage; and
- c. CIS provides written confirmation of coverage.

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

1. **THAT** the City of Willamina agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage; 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 **July, 2014**.



Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2014-2015/14.15-001



Mayor Corey L Adams

Council Members:

*Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariab Woodward, Honorary City Councilor*

City Staff:

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

MEMO TO: CITY COUNCIL

DATE: AUGUST 14, 2014

**FROM: FINANCE COMMITTEE
SUE C HOLLIS, CITY RECORDER**

**SUBJECT: APPROVAL OF INTERIM CITY RECORDER & MODIFICATION TO
FY 2014/15 BUDGET APPROPRIATIONS**

Background:

1. The Finance Committee and City staff have been looking for a fill-in City Recorder to cover for me while Hollis is on medical leave. Councilor Vinson suggested contacting a local resident, Andrea Wyckoff, who has had previous experience as a City Recorder. She also has a bookkeeping background. Councilor St Onge had contacted her previously, but she was not in a position to assist us at that time. Since the actual dates have been finalized, she is now available. A copy of her resume is attached.
2. Sue Hollis met with her on Friday, August 8, 2014, and went over the duties of the job and discussed her background and experience. She was a bit concerned about the size of our agendas, but Hollis reassured her that September and October are fairly light months so far as resolutions, ordinances, and contracts go. Hollis also assured her that Council was great to work with and would understand that she is being put into a new situation. Hollis really liked her and feel that she is intelligent, will be easy to work with, and has a good grasp of what a City Recorder is expected to do.
3. Ms Wyckoff has some previous commitments and will not be able to start until September 10, 2014. This will give us about 5 working days to work together. The primary concern is teaching her the accounts payable system, but she has worked with more complex systems (MAS90) and simpler systems (Quickbooks) and should not have much difficulty. We also have a great tech support person, Jill Olson, at Yamhill County.
4. Ms Wyckoff has agreed to work as a private contractor at an hourly rate of \$20. She will be responsible for her own taxes and will keep track of her hours and present a monthly bill to us for payment. Hollis is working with the City Attorney to develop a brief, personal services contract for her services.

5. Hollis is estimating her medical leave to be from September 17th through October 31st. The estimated hours are 313 (including some night meetings). At \$20/hour, the total is estimated to be \$6,400 plus night meeting time. The Finance Committee has reviewed the budget and recommends that the costs be covered by the follow actions:

<u>Budgeted Item</u>	<u>Savings</u>	<u>New Budget</u>
Eliminate the Library Study for this year	\$4,000	\$0
Suspend book & DVD purchases for 2 months	\$1,500	
Books – Adult		\$4,000
AV – Adult		\$ 500
Reduce Planning Training	\$1,000	\$ 500
Reduce travel – General Fund	\$1,000	\$1,600 (010-100)
		\$ 700 (010-150)
		\$ 200 (010-300)
Total Savings	\$7,500	

6. The savings will be moved to increase the Professional Services line item in fund 010-150 by \$7,500 and her time will be charged to that line item (010-150-6065). Because the changes are all within the General Fund appropriations and do not increase the budget in that Fund, a Supplemental Budget is not required. The changes can be approved by resolution. Attached for Council consideration is Resolution #14.15-002, “A Resolution Modifying FY 2014/15 General Fund Appropriations.” There is no increase in the budgeted amount, only a change in appropriations by department.
7. If additional funds become necessary, such as a longer recuperation than anticipated, there are other potential savings available in line items such as Professional Services and perhaps Capital Outlay.

Action Requested

- 1) That Council approve contracting with Andrea Wyckoff as interim City Recorder for the period September 10, 2014 through October 31, 2014, at an hourly rate of \$20/hour; and
- 2) That Council adopt Resolution #14.15-002, “A Resolution Modifying FY 2014/15 General Fund Appropriations.”

Attachments



Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Wilms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

RESOLUTION NUMBER 14.15-002 *A Resolution Revising General Fund Appropriations for FY 2014/15*

The City Council of the City of Willamina, Oregon, on the 14th of August, 2014, sat in Regular Session for the transaction of business.

WHEREAS, the City Council of the City of Willamina, Oregon, adopted Resolution #13.14-017, "A Resolution Adopting the FY 2014/15 Budget, As Amended, Making Appropriations & Imposing and Categorizing Taxes, on June 26, 2014;" and

WHEREAS, that resolution included an appropriation of \$616,500 for various departments in the General Fund; and

WHEREAS, the City has a need to pay for an interim City Recorder while the current City Recorder is on medical leave; and

WHEREAS, this need was not known during preparation and adoption of the budget and no funds were allocated for this purpose; and

WHEREAS, there are not sufficient funds in the Administration Department of the General Fund to cover the estimated costs of the services; and

WHEREAS, other appropriations within the General Fund can be modified to meet these costs;

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

1. **THAT** the following changes in General Fund appropriations for the FY 2014/15 Budget are hereby approved:

GENERAL FUND 10		
	CURRENT	AMENDED
City Council	9,000	8,600
Administration	69,500	76,700
Public Protection	213,400	
Municipal Court	37,600	37,300
Parks	61,900	
Library	129,100	123,600
Planning & Development	51,200	50,200
YCOM	21,200	
Museum	12,700	
Debt Service	3,300	
Transfers	0	
Contingencies	7,600	
Total	616,500	616,500

2. **THAT** the following budget line items will be modified within the total appropriation:

City Council

Reduce Travel & Meetings from \$2,000 to \$1,600

Total Change – (\$400)

Administration

Increase Professional Services from \$15,000 to \$22,500

Decrease Travel & Meetings from \$700 to \$400

Total Change - (\$300)
+\$7,500

Library

Decrease Audio/Visual (Adult Collection) from \$1,500 to \$1,200

Decrease Books (Adult Collection) from \$5,000 to \$3,800

Decrease Professional Services from \$4,500 to \$500

Total Change – (\$5,500)

Municipal Court

Decrease Travel & Meetings from \$500 to \$200

Total Change – (\$300)

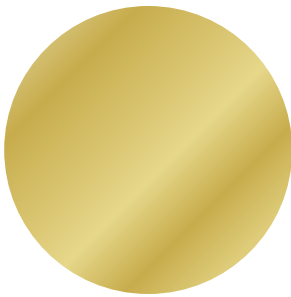
Planning & Development

Decrease Conferences/Seminars/Training from \$1,500 to \$500

Total Change – (\$1,000)

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

PASSED and ADOPTED by the City Council of the City of Willamina this **14^h day** of **August, 2014**.



Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2014-2015/14.15-001

**A Resolution Adopting the Yamhill County
Multi-Jurisdictional Hazard Mitigation Plan**

Whereas, the City of Willamina recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

Whereas, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the City of Willamina has fully participated in the FEMA prescribed mitigation planning process to update the *Yamhill County, Multi-Jurisdictional Hazard Mitigation Plan*, which has establishes a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

Whereas, the City of Willamina has completed a city-specific Addendum that is contained within the *Yamhill County, Multi-Jurisdictional Hazard Mitigation Plan*; and

Whereas, the City of Willamina Addendum identifies natural hazard risks and prioritizes a number of proposed actions and programs needed to mitigate the vulnerabilities of the City of Willamina to the impacts of future disasters within the *Yamhill County, Multi-Jurisdictional Hazard Mitigation Plan*; and

Whereas, these proposed projects and programs are incorporated into the *Yamhill County, Multi-Jurisdictional Hazard Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the cities of Yamhill County; and

Whereas, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Yamhill County, Multi-Jurisdictional Hazard Mitigation Plan* and pre-approved it (dated, September 12, 2014) contingent upon this official adoption of the participating governments and entities;

Now, therefore, be it resolved, that the City of Willamina adopts *the Yamhill County Multi-Jurisdictional Hazard Mitigation Plan* as an official plan; and

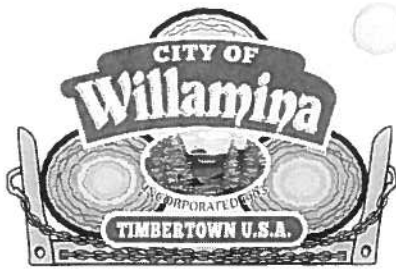
Be it further resolved, that the City of Willamina will submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *Yamhill County Multi-Jurisdictional Hazard Mitigation Plan*.

Adopted this 9th day of October, 2014



Corey Adams, Mayor

Date



Mayor Ila Skyberg

Council Members:

*Rita Baller Council President
Gerald L. Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor*

City Staff:

*City Recorder: Debbie Bernard
Accountant: vacant
Library: Melissa Hansen & Denise Willms
Office Specialist: Amber Deibel
Public Works Director: Jeff Brown*

MEMO TO: City Council

DATE: February 12, 2015

FROM: Debbie Bernard, City Recorder

SUBJECT: RESOLUTION #14.15-004, appointing a new YCAHC Board Member

Background:

The Housing Authority of Yamhill County has been administering the county wide Housing Rehabilitation program since 1980. This program offers assistance to low income homeowners throughout Yamhill County and the City limits of Willamina in order to make critical repairs to their homes.

The program is funded through Community Development Block Grants that are awarded to specific jurisdictions. These funds are utilized to provide low income homeowners either 0% no payment loans or 2% installment loans to make the necessary repairs to their homes. When these loans are repaid, they go into the YCAHC county wide revolving loan fund that continues to provide assistance to members of the community.

YCAHC's revolving loan program currently has almost \$3,500,000.00 in receivables that will continue to be loaned out to qualified homeowners once they are repaid. The program is governed by its board of directors who make all the final decisions about how these funds are utilized.

Sue Hollis was an acting board member, representing the City of Willamina for many years and her position is now vacant.

Recommendation:

We recommend the City of Willamina continue participating on the YCAHC's board of directors and to continue supporting the regional housing rehabilitation collaborative. We also recommend that the Council appoints the next city recorder as the YCAHC board member representing your jurisdiction by approving resolution number **14-15.004**.

F/RESOLUTIONS/2014-2015/14.15-004.CCMEMO.02-06-15

An Equal Opportunity Employer

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

www.willaminaoregon.gov

RESOLUTION NO. 2015 – 14.15-004

A resolution supporting the City of Willamina’s 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 the new City Recorder as the successor to the former board member Sue Hollis.

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 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 \$3,500,000.00 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 the next City Recorder as the member of the YCAHC Board representing the City of Willamina.

EFFECTIVE DATE:

The effective date of this Resolution shall be **February 12, 2015**.

Adopted by the Common Council of the City of Willamina at a regular meeting held the **12** day of **February and 2015** be the following votes:

Ayes: _____ ALL - 4

Nays: _____ ~~0~~

RESOLUTION NO. 2015 – 14.15-004

Approved this 12 day of February and 2015.

[Redacted Signature]

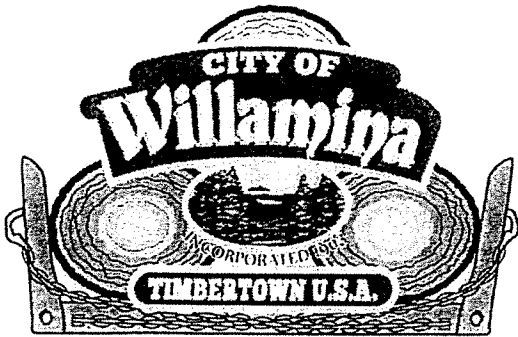
MAYOR

Approved as to form:

[Redacted Signature]

CITY ATTORNEY





Mayor Ila Skyberg

Council Members:

Rita Baller, Council President
Gerald L. Hill
Katie Vinson
Heather Stritzke

City Staff:

City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Office Specialist: Amber Deibel
Library: Melissa Hansen & Denise Willis
Public Works Director: Jeff Brown

**RESOLUTION #14.15.005
A RESOLUTION ADOPTING THE CITY OF WILLAMINA WATER
MASTER PLAN**

WHEREAS, Oregon Administrative Rules (OAR 333-061-0060(5)(a) requires community water systems with 300 or more service connections to maintain a current water master plan that is reviewed and approved by the Oregon Health Authority; and

WHEREAS, the City of Willamina was awarded a Community Development Block Grant (CDBG) to complete a water master plan; and

WHEREAS, the Oregon Health Authority (OHA) reviewed and approved the Water Master Plan; and

WHEREAS, the City Council held a duly advertised public hearing on March 12, 2015 to obtain public comments and questions; and

WHEREAS, the Willamina City Council feels it is important to plan for the future of its water system.

NOW, THEREFORE, BE IT RESOLVED, by the Willamina City Council, to hereby adopt, as Exhibit "A", the Willamina Water Master Plan.

Passed by the City Council this 12th day of March, 2015.

Approved by the Mayor this 12th day of March, 2015.

[Redacted Signature] _____
Ila Skyberg, Mayor

[Redacted Signature] _____
Attest: Debra Bernard



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke*

City Staff:

*City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Office Specialist: Amber Deibel
Library: Melissa Hansen & Denise Williams
Public Works Director: Jeff Brown*

Resolution #14.15.006

**As Resolution by the City of Willamina City Council to Sponsor Proposed West Valley Enterprise Zone and Submit Application to State of Oregon, Business Oregon Department
(see OAR 123-650-2400)**

WHEREAS, the City of Willamina (CITY) is sponsoring an application for designation of an enterprise zone with the City of Sheridan.

WHEREAS, the CITY is interested in an enterprise zone to encourage new business investment, job creation, higher incomes for local residents, greater diversity of economic activity.

WHEREAS, the proposed enterprise zone has a total area of approximately 3.0 square miles, and it meets other statutory limitations on size and configuration; it is depicted on the drawn-to-scale map Exhibit A and described in Exhibit B. The proposed boundary matches the current city limits boundaries for both jurisdictions.

WHEREAS, the proposed enterprise zone contains significant land that is reserved for industrial use, as indicated by land use zoning map(s) with the application, consistent with Comprehensive Plan(s) acknowledged by the Land Conservation and Development Commission, such industrial sites are accessible, serviced or serviceable, and otherwise ready for use and further development.

WHEREAS, the designation of an enterprise zone does not grant or imply permission to develop land within the Zone without complying with prevailing zoning, regulatory and permitting processes and restrictions for applicable jurisdictions; nor does it indicate any intent to modify those processes or restrictions, except as otherwise in accordance with Comprehensive Plans.

WHEREAS, the CITY appreciates the impacts that a designated enterprise zone would have and the property tax exemptions that eligible business firms might receive therein, as governed by Oregon Revised Statutes (ORS) Chapter 285C and other provisions of Oregon Law.

WHEREAS, all of the other municipal corporations, school districts, special service districts, etc, other than the sponsoring governments, that receive operating revenue through the levying of *ad valorem* taxes on real and personal property in any area of the proposed enterprise zone were sent notice and invited to a public meeting regarding this proposal, in order for these sponsoring governments to effectively consult with these other local taxing districts. Follow-up arrangements as agreed to with these consultations will be completed with affected districts within six months of the proposed enterprise zone's designation.

NOW THEREFORE, THE CITY OF WILLAMINA RESOLVES:

Section 1. The City of Willamina proposes and applies for an Oregon enterprise zone to be named: The West Valley Enterprise Zone, and requests that the Director of Business Oregon order the designation of this enterprise zone.

Section 2. Frank Sheridan, City of Sheridan City Manager, is authorized to submit the enterprise zone application for both the City of Sheridan and City of Willamina and to make any substantive or technical change to the application materials, as necessary, after adoption of this resolution.

Section 3. The CITY will give priority to the use in the proposed enterprise zone, if designated, of any economic development or job training funds received from the federal government, consistent with ORS 285C.065(3)(d).

Section 4. The CITY commits, upon designation, to jointly appoint a local enterprise zone manager within 90 days.

Section 5. The CITY will jointly comply with the requirements and provisions of ORS 285C.105 and otherwise fulfill its duties under ORS 285C.050 to 285C.250.

Section 6. The CITY jointly commits, within six months of designation, to implement and to confirm for the department its fulfillment of such duties, as specified in OAR 123-668, including but not limited to preparation of a list or map of local lands and buildings owned by the state or by municipal corporations within the enterprise zone that are not being used or designated for a public purpose and that have appropriate land use zoning, and to efforts for making such real property available for lease or purchase by authorized business firms under ORS 285C.110.

Section 7. The CITY as a sponsor of the proposed West Valley Enterprise Zone exercises its option herewith under ORS 285C.070 that qualified property of and operated by a qualified business as a hotel, motel or destination resort may receive a property tax exemption in the Zone, and that such business firms are eligible for purposes of authorization upon the effective designation of the Zone.

APPROVED


Ila Skyberg, Mayor

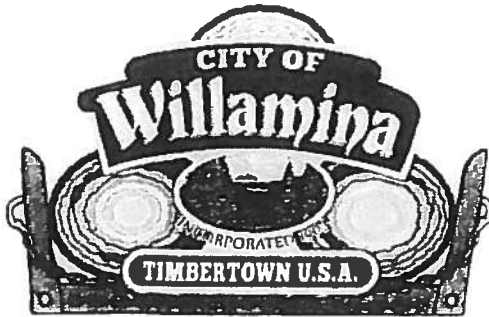
3 - 23 - 2015

Passed by the Council:
Submitted to the Mayor:
Approved by the Mayor:

Attest


Debbie Bernard, City Recorder

March 23, 2015



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke*

City Staff:

*City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Office Specialist: Amber Deibel
Library: Melissa Hansen & Denise Williams
Public Works Director: Jeff Brown*

**CITY OF WILLAMINA, OREGON
RESOLUTION NO. 14.15-007**

**A RESOLUTION OF THE WILLAMINA CITY COUNCIL DECLARING VACANCIES
IN TWO OFFICES OF THE CITY COUNCIL PURSUANT TO SECTION 27 OF THE
WILLAMINA CITY CHARTER.**

WHEREAS, Jeri St. Onge was re-elected at the November 4, 2014 general election as a member of the Willamina City Council for a four(4) year term starting January 8, 2015.

WHEREAS, Roy A. Whitman was elected at the November 4, 2014 general election to become a member of the Willamina City Council for a four (4) year term starting January 8, 2015.

WHEREAS, Jeri St. Onge resigned her position as a City Councilor on December 31, 2014.

WHEREAS, Roy A. Whitman has failed to take an oath of office for his position as city councilor as is required by the terms of Section 25 of the Willamina City Charter which is a qualification for the office of city councilor.

WHEREAS, Chapter VII of the Willamina City Charter addresses the determination, declaration and filling of vacancies in City Council offices.

WHEREAS, Section 27(2)(F) of the Willamina Charter provides is to declare that a vacancy in the office of city councilor occurs when the incumbent thereof resigns from the office and Section 27(2)(A) provides that a vacancy occurs when an incumbent thereof fails to qualify for the office within ten(10)days after the time for the office to begin.

NOW THEREFORE, BASED ON THE FOREGOING, the Willamina City Council hereby resolves as follows:

Section 1. The Willamina City Council hereby declares, consistent with the terms of Willamina City Charter Sections 27(2)(A) and (F), the offices of City Councilor held by Jeri St. Onge and Roy A. Whitman are vacant inasmuch as Jeri St. Onge has tendered her resignation for her city council position which the Council hereby accepts and Roy A. Whitman has failed to take the oath of office for a city councilor required by the terms of Willamina City Charter Section 25 within ten (10) days after the time for the office to begin which time has since passed.


// //

// //

// //


Section 2. This resolution is effective immediately upon its passage by the Council.

ADOPTED this 23rd day of March, 2015.


Ilya Skyberg
Mayor

3-23-2015
Date of Signing

ATTESTED BY:


Debbie Bernard,
City Recorder

3-23-2015
Date of Enactment



Mayor Ila Skyberg

Council Members:

Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke
Allan Bramall
Theresa McKnight
Allen Bramall

City Staff:

City Recorder: Debbie Bernard
Accountant: Rochelle Roden
Office Specialist: Amber Deibel
Library: Melissa Hansen
Public Works Director: Jeff Brown

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA
SITTING FOR THE TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-008
*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 set by resolution; and

WHEREAS, the last rate increase was adopted by Resolution #13.14-16 on June 12, 2014; and

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

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

Section 1. *Starting with the June/July, 2015 billings, the City's water rate will employ a base rate measured by meter size along with a commodity usage rate of \$2.87/ per 100 cubic ft. as the same is more fully set out in Exhibit "A" attached hereto*

Section 2. *Starting with the June/July, 2015 billings, the City's sanitary sewer rates will increase by 5% with ~~2%~~ thereof (i.e. 40% of the total increase) being dedicated to funding the sewer debt reserve*

Section 2. THAT to Resolution 13-14-16 is hereby repealed ; 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 May, 2015.**



[Redacted Signature]
Ila Skyberg, Mayor

ATTEST:
[Redacted Signature]
Debbie Bernard, City Recorder

Water Rates 2015/2016 Exhibit A

Bill Code	Base Rate old	EDUs in Base old	CF in Base old	\$/ccf	2015/2016 New base/commodity rate Customer Class NEW BASE CHARGES BY METER SIZE AND NEW COMMODITY RATE	Meter size	BY METER SIZE	Charge by size
103	\$20.10	0.51	384	\$0.00	\$23.93/\$2.87/100cf	¾ or 5/8 meter	5/8	\$23.93
105	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	3/4	\$23.93
106	\$78.60	2	1,500	\$2.20	\$23.93/\$2.87/100cf	¾ or 5/8 meter	1	\$38.29
107	\$117.90	3	2,250	\$3.30	\$23.93/\$2.87/100cf	¾ or 5/8 meter	1 1/2	\$47.86
108	\$157.20	4	3,000	\$4.40	\$23.93/\$2.87/100cf	¾ or 5/8 meter	2	\$95.72
109	\$39.30	1	750	\$1.10	\$47.86/\$2.87/100cf	1 ½ inch meter	6	\$478.60
109	\$39.39	1	750	\$1.10	\$95.72/\$2.87/100cf	2 inch meter	8	\$1,435.80
110	\$54.95	1.4	1,049	\$1.60	\$23.93/\$2.87/100cf	¾ or 5/8 meter	10	\$1,914.40
111	\$78.65	2	1,501	\$2.20	\$47.86/\$2.87/100cf	1 ½ inch meter	12	\$2,680.16
112	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	F-3/4	\$23.93
113	\$186.90	4.76	3,567	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	I-2	\$542.00
116	\$111.40	2.83	2,126	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	I-3/4	\$43.36
117	\$32.90	0.84	628	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	I-8	\$2,167.98
118	\$93.90	2.39	1,792	\$2.70	\$23.93/\$2.87/100cf	¾ or 5/8 meter	\$/ccf	\$2.87
119	\$118.00	3	2,252	\$3.40	\$23.93/\$2.87/100cf	¾ or 5/8 meter	\$/ccf-I	\$0.86
120	\$125.85	3.2	2,402	\$3.60	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
121	\$59.80	1.52	1,141	\$1.70	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
122	\$72.05	1.83	1,375	\$1.70	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
123	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
123	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
221	\$457.70	11.7	8735	\$0.00	\$2167.98/.86 per 100 cf	8 inch meter		
221	\$457.70				\$542.00/.86 per 100 cf	6 inch meter		
222	\$510.95	13	9,751	\$	\$478.60/2.87/100cf	6 inch meter		
5-Plex	\$196.50	5	3,750	\$0.00	\$23.93/2.87/100cf	¾ or 5/8 meter		
M2	\$62.90	1.6	1,200	\$5.50	\$23.93/\$2.87/100cf	¾" or 5/8 meter		

flat

Sewer Rates 2015/2016 Exhibit A

sewer	Old Sewer Rate	Amount of increase	New Sewer Rate	Percentage of increase
209	\$ 17.75	0.8875	\$ 18.64	5.00%
201	\$ 56.60	2.83	\$ 59.43	5.00%
200	\$ 113.10	5.655	\$ 118.76	5.00%
200	\$ 169.80	8.49	\$ 178.29	5.00%
200	\$ 226.40	11.32	\$ 237.72	5.00%
202	\$ 56.60	2.83	\$ 59.43	5.00%
205	\$ 137.20	6.86	\$ 144.06	5.00%
204	\$ 113.10	5.655	\$ 118.76	5.00%
208	\$ 56.60	2.83	\$ 59.43	5.00%
210	\$ 282.65	14.1325	\$ 296.78	5.00%
213	\$ 163.00	8.15	\$ 171.15	5.00%
214	\$ 50.00	2.5	\$ 52.50	5.00%
215	\$ 135.70	6.785	\$ 142.49	5.00%
216	\$ 169.65	8.4825	\$ 178.13	5.00%
217	\$ 180.90	9.045	\$ 189.95	5.00%
218	\$ 85.95	4.2975	\$ 90.25	5.00%
218	\$ 135.70	6.785	\$ 142.49	5.00%
200	\$ 56.60	2.83	\$ 59.43	5.00%
212	\$ 684.00	34.2	\$ 718.20	5.00%
212	\$ 735.10	36.755	\$ 771.86	5.00%
5-plex	\$ 283.00	14.15	\$ 297.15	5.00%
M-2	\$ 62.90	3.145	\$ 66.05	5.00%
Average Number of Billed accr		720		



Mayor Ila Skyberg

Council Members:

Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke
Allan Bramall
Theresa McKnight
Allen Bramall

City Staff:

City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Office Specialist: Amber Deibel
Library: Melissa Hansen Public Works
Director: Jeff Brown

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-009
A Resolution Supporting Assisted Housing Programs**

WHEREAS, the City of Willamina has received an Oregon Community Development Block Grant;

WHEREAS, the City of Willamina has certified in its grant contract with the state that it will comply with the requirements of Title VIII of the Civil Rights Act of 1968, as amended, popularly known as the Fair Housing Act, and will take action to affirmatively further fair housing,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willamina to encourage government assisted housing as a source of affordable, safe and sanitary housing opportunities for persons of lower, middle and fixed incomes.

- 1. **THAT** this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this **14^h** day of **May 2015**.



[Redacted Signature] _____
Ila Skyberg, Mayor

ATTEST:

[Redacted Signature] _____
Debbie Bernard, City Recorder

F/RESOLUTIONS/2014-2015/14.15-009



Mayor Ila Skyberg

Council Members:

Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke
Allan Bramall
Theresa McKnight
Allen Bramall

City Staff:

City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Office Specialist: Amber Deibel
Library: Melissa Hansen
Public Works Director: Jeff Brown

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-010**

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 sewers,
5. Storm sewers,
6. Planning, zoning, and subdivision control,
7. One or more utility services

and

WHEREAS, the 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:

- ✓ Police protection
- ✓ Fire protection,
- ✓ Street construction, maintenance and lighting,
- ✓ Sanitary sewers,
- ✓ Storm sewers,
- ✓ Planning, zoning, and subdivision control,
- ✓ One or more utility services

1. **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 May 2015.



Ila Skyberg, Mayor

ATTEST:



Debbie Bernard, City Recorder



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke
Allan Bramall
Theresa McKnight
Allen Bramall*

City Staff:

*City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Office Specialist: vacant
Library: Melissa Hansen & Amber Deibel
Public Works Director: Jeff Brown
Code Enforcement: John Kowolick*

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE TRANSACTION
OF BUSINESS
RESOLUTION NUMBER 14.15.011
A RESOLUTION APPROVING PROPOSED 2015/2016 RATE SCHEDULE FOR RECOLOGY
WESTERN OREGON (FORMERLY WESTERN OREGON WASTE)**

WHEREAS, Recology Western Oregon (hereinafter call "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 up the request of the provider;

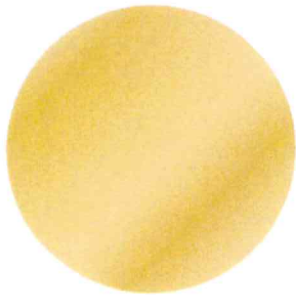
WHEREAS, **Recology** has submitted a proposed rate increase in accordance with the requirements of Section 9 of the Ordinance; and

WHEREAS, a public hearing on the proposed rates was held on June 11, 2015 and due consideration has been given all relevant factors;

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

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

PASSED and ADOPTED by the City Council of the City of Willamina this **11^h** day of **JUNE 2015**.



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, City Recorder



Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller
 Allan Bramall
 Gerald L. Hill Jr
 Heather Stritzke
 Katie Vinson
 Theresa McKnight*

City Staff:

*City Recorder: Debbie Bernard
 Accountant: Rochelle Roaden
 Library: Melissa Hansen & Amber Deibel
 Office Coordinator: vacant
 Office Specialist: vacant
 Public Works Director: Jeff Brown
 Code Enforcement: John Kowolik*

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

RESOLUTION NUMBER 14.15-012

A RESOLUTION ADOPTING THE FY 2015/2016 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 2015/2016 in the sum of \$2,809,253.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for fiscal year beginning July 1, 2015 and for the purposes show below are hereby appropriated:



Appropriation By Fund by Program	2015-2016
10 General	(944,866)
Admin	(334,775)
Admin Allocated Payroll	(65,228)
City Council	(9,380)
City Parks	(21,117)
Court	(7,963)

An Equal Opportunity Employer

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

www.willaminaoregon.gov

Library	(128,450)
Museum	(17,342)
Planning & Development	(12,113)
Public Protection	(247,930)
Public Works Allocated Payroll	-
Street Lights	(8,000)
Contingency	(46,207)
Transfer Out	(46,363)
20 Street	(407,377)
Street	(374,617)
Contingency	(6,948)
Transfer Out	(25,812)
21 Street SDC	(51,420)
Contingency	(51,420)
30 Water	(502,848)
Water	(360,700)
Contingency	(49,968)
Transfer Out	(92,180)
31 Water SDC	(34,830)
Contingency	(18,174)
Transfer Out	(16,656)
40 Waste Water	(586,325)
Waste Water	(315,724)
Contingency	(53,347)
Transfer Out	(217,254)
41 Waste Water SDC	(24,921)
Contingency	(975)
Transfer Out	(23,946)
50 Utility Debt Service	(242,665)
Transfer Out	(2,326)
Debt Service	(2,674)
Debt Service	(237,665)
61 Downtown Loan	(8,000)
Downtown Loan	(8,000)
81 Cemetery	(6,000)
Cemetery	(4,400)
Contingency	(1,600)
Grand Total	(2,809,253)

IMPOSING THE TAX

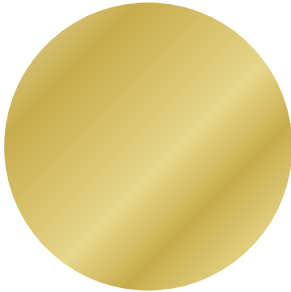
BE IT RESOLVED that the City Council of the City of Willamina hereby imposes the taxes provided for in the adopted budget at the permanent rate of 4.2039 per \$1,000 of assessed value for operation, estimated to be \$328,440 and that these taxes are hereby imposed and categorized for the tax year 2015-2016 upon the assessed value of all taxable property.

CATEGORIZING THE TAX

	General Government Limitation	Excluded from Limitation
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 **29th day** of **June 2015**.



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, City Recorder

F/RESOLUTIONS/2015-2016/14.15-012



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke
Allan Bramall
Theresa McKnight
Allen Bramall*

City Staff:

*City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Office Specialist: vacant
Library: Melissa Hansen & Amber Deibel
Public Works Director: Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: JUNE 29, 2015

FROM: DEBBIE BERNARD, CITY RECORDER

SUBJECT: RESOLUTION #14.15-013

Background

1. The City receives various state revenues each year. The State Revenue Sharing Law, ORS 221.770, requires City's to annually pass an ordinance or resolution Stating that they wish to receive this money. The City must also certify that two public hearings have been held:
 - a. One before the Budget Committee to discuss possible use of the funds in the budget. This hearing was held on June 29, 2015.
 - b. One before the City Council to discuss the proposed use of the funds in relation to the entire budget. This hearing is scheduled for June 29, 2015.
2. Attached for Council adoption is Resolution #14.15-013, A Resolution Declaring the City's Election to Receive State Revenues.

Action Requested

That Council adopt Resolution #13.14-014, A resolution Declaring the City's Election to Receive State Revenues.

Attachment

F/Resolution/2014-2015/R14.15-013



Mayor Ila Skyberg

Council Members:

Council President, Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Theresa McKnight

City Staff:

City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Library: Melissa Hansen & Amber Deibel
Office Coordinator: vacant
Office Specialist: vacant
Public Works Director: Jeff Brown
Code Enforcement: John Kowolik

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

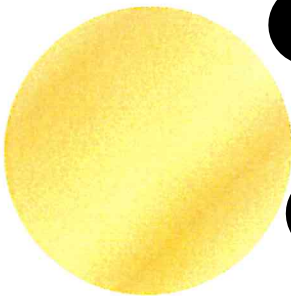
RESOLUTION NUMBER 14.15-013

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 29th day of June, 2015.



[Redacted Signature] _____
Ila Skyberg, Mayor

ATTEST:

[Redacted Signature] _____
Debbie Bernard, City Recorder

I certify that a public hearing was held before the Budget Committee on June 29, 2015, and a public hearing before the City Council was held on June 29, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.

Debbie Bernard, City Recorder

{00438186; 1 }An Equal Opportunity Employer

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

www.willaminaoregon.gov



Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Theresa McKnight*

City Staff:

*City Recorder: Debbie Bernard
Accountant: Rochelle Roaden
Library: Melissa Hansen & Amber Deibel
Office Coordinator: vacant
Office Specialist: vacant
Public Works Director: Jeff Brown
Code Enforcement: John Kowolik*

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

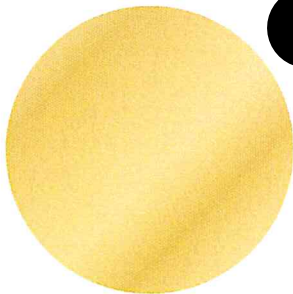
RESOLUTION NUMBER 14.15-013

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 29th 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 June 29, 2015, and a public hearing before the City Council was held on June 29, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.
Debbie Bernard, City Recorder



Oregon

Kate Brown, Governor

Department of Administrative Services

Shared Financial Services, Accounts Payable

155 Cottage ST NE

Salem, OR 97301-3972

(503)378-3557

FAX (503)373-1273

Dana.Keller@oregon.gov

June 17, 2015

CITY OF WILLAMINA
CITY TREASURER
PO BOX 629
WILLAMINA OR 97396

Second Courtesy Reminder

Finance Director,

State Revenue Sharing Law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating that they want to receive state revenue sharing money. A copy of this ordinance or resolution must be filed with Shared Financial Services of the Department of Administrative Services before July 31. You may fax it to (503) 373-1273.

As to date, this ordinance or resolution has not been received from your city. The intent of this letter is to serve as a courtesy reminder to your city letting you know that, as of noon on June 17, 2015, we have not received the necessary documentation to certify your city to continue receiving tax revenues in the upcoming fiscal year.

Please make sure that the above ordinance or resolution is in our office as soon as possible in order to give us time to process your paperwork before the July 31 statutory deadline. ***We cannot authorize State Revenue Sharing payments to your city unless we receive this form.*** If your records show that the data has been sent, please submit a duplicate copy.

For your convenience, enclosed with this letter is a copy of an ordinance letter that you can use. The address on the ordinance form is formatted to fit in a window envelope. Please use the address on this ordinance to return the form back to me. By not using the correct address, the ordinance could be delayed for up to four weeks and this will mean that you will not receive State Revenue Sharing payments. We will accept a fax of the ordinance form; the fax number is on the form in the upper right hand corner.

Please note: The attached ordinance letter has a deadline date of July 31. We would appreciate receiving your documentation as soon as possible so that we can process your certifications and have time to notify and work with any cities that have not submitted their paperwork by that date. However, the statutory deadline for compliance is July 31.

If you have any questions, please feel free to contact me Monday through Friday 8:00 AM – 4:30 PM at (503) 378-3557 or email Dana.Keller@oregon.gov.

Sincerely,

Dana Keller, Accountant