

Mayor Ila Skyberg

Council Members:
President, Rita Baller
Councilor, Bob Burr
Councilor, Heather Stritzke
Councilor Theresa McKnight
Councilor Craig Johnson
Councilor April Wooden

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

RESOLUTION NUMBER 17-18-001

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

The City Council of the City of Willamina, Oregon, on the 12th day of September 2017, 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:

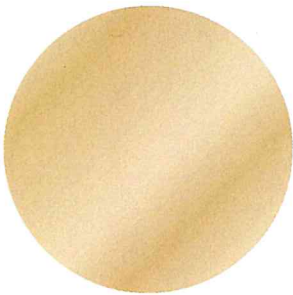
Ila Skyberg, Mayor
Rita Baller, Council President
Bob Burr, Councilor
Kenna West, City Manager

WHEREAS, the City Recorder position has been designated as to review and process day-to-day authorized operations 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 US Bank, Sheridan Branch and to make necessary transfers and direct deposits to and from all City of Willamina accounts at US Bank, Sheridan Branch, 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 **THAT** the authority outlined herein is effective immediately and shall remain in effect until rescinded, or until term of office or employment with the City has ended; and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 #16-17-005 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 12th day of September 2017.



[Redacted Signature]

Date: 9-15-2017

Ila Skyberg, Mayor

ATTEST:

[Redacted Signature]

Date: 9-15-2017

Debbie Bernard, City Recorder

2018 SPECIAL CITY ALLOTMENT

RESOLUTION NO. 17-18-002

Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from State Highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 (\$500,000) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administrated by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the State Highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.

No one project can receive more than \$50,000.

The City of Willamina is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said City:

4th Street between B Street and D Street, and
D Street between 3rd Street and 4th Street

meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said street are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.
5. That the City of Willamina does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate Kenna L. West as the official representative of the City in all negotiations resulting from this request.

Passed and approved this 12th day of September, 2017.

There is attached hereto and made a part hereof, a City map on which is indicated the street, streets, road, or roads, described in this resolution.

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Willamina at a regular or special meeting of said Council, held on the 12th day of September, 2017.

Dated this 15 day of Sept, 2017

[Redacted Signature]

Mayor, Ila Skyberg

[Redacted Signature]

Attest: City Recorder, Debbie Bernard

Google Maps



Imagery ©2017 Google, Map data ©2017 Google United States 50 ft

REVISION OF PERSONNEL POLICY TO INCLUDE
A DONATED LEAVE POLICY

RESOLUTION NO.17-18-003

WHEREAS, The City of Willamina Personnel Policy was last amended in 1994 which was before donating leave become a standard practice by employees of governmental entities; and

WHEREAS, The City of Willamina recognizes the importance of replacing income when an employee suffers serious, long-term health problems and has exhausted all accrued leave and benefits.

NOW, THEREFORE, the members of the City Council, in regular session, do hereby find, declare and resolve to revise the City of Willamina Personnel Policy to include a Donated Leave Section at Section IV, Subsection 2G as follows:

G. DONATED LEAVE

The Donated Leave policy allows employees to voluntarily transfer accrued vacation leave, sick leave, and/or compensatory time to the sick leave account of an eligible employee who has exhausted all accrued leave and benefits.

Eligible employees must be unable to return to work due to their own serious illness or injury which is life threatening or which will require a lengthy convalescence. Eligibility for leave donations will require a medical certification indicating eligibility under the above definition. It is prohibited for anyone to pressure, intimidate or otherwise attempt to convince any employee to take action in a donation issue that is not of the employee's own volition.

A lifetime maximum of 600 hours may be donated to the affected employee during the tenure of their employment with the city. There is no assurance made by the city that the affected employee will receive any donations due to the voluntary nature of this policy.


To qualify as a donating employee, an employee must be a regular status employee working half time or greater and have sufficient vacation leave, sick leave, and/or compensatory time accrued to cover donated time. Donating employees agree to make no future claim upon the city for compensation associated with the hours donated.

Any exception to this policy requires approval by the City Manager.

Passed and approved this 12 day of September, 2017.

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Willamina at a regular meeting of said Council, held on the 12th day of September, 2017.

Dated this 15 day of September, 2017.


Mayor Ila Skyberg

Attest: 
City Recorder, Debbie Bernard

**A RESOLUTION 17-18-004 AUTHORIZING THE ESTABLISHMENT
OF THE HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY EMPLOYEES'
BENEFICIARY ASSOCIATION ("HRA VEBA") PLANS**

WHEREAS, the Internal Revenue Code Section 501(c)(9) allows for the creation of a voluntary employees' beneficiary association which is a tax-exempt health and welfare trust; and

WHEREAS, IRS regulations and guidelines allow an employer to offer health reimbursement arrangement (HRA) plans; and

WHEREAS, such HRA plans are available to governmental employers in the Northwest; and

WHEREAS, the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Trust") offers and will administer two HRA VEBA plans (collectively the "Plans") as amended and restated: the **Standard HRA Plan**, which shall be integrated with the Employer's or another qualified group health plan and which shall accept Employer contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the **Post-separation HRA Plan**, which shall accept contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires.

WHEREAS, City of Willamina ("Employer") has determined that it is in the best interest of the Employer and its eligible employees to establish the Plans, which provide tax-free, defined contribution accounts for eligible employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the eligible employees and their qualified dependents; and

WHEREAS, the Employer desires to establish the Plans for its employees; and

WHEREAS, the Employer desires to use the services of the Trust to administer such Plans; and

WHEREAS, the Plans will be administered in accordance with the Plan documents provided by the Trust on file in the Employer's main office.

NOW, THEREFORE, the City of Willamina City Council hereby resolves as follows:

Section 1. Effective, November 1, 2017 the Employer hereby elects to participate in the Plans and Trust as presently constituted or hereafter amended using the Trust as its plan administrator for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

Section 2. The Plans will be funded with Employer contributions in amounts determined from time to time pursuant to Employer policies and collective bargaining agreements.

Section 3. The City Manager is authorized to execute documents and establish procedures consistent with Plan and Trust provisions and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plans.

ADOPTED this 10 day of October, 2017



Mayor Lisa Skyberg



City Recorder Debbie Bernard

RESOLUTION AUTHORIZING APPLICATION FOR AN OREGON
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
TECHNICAL ASSISTANCE GRANT

RESOLUTION NO.1718005

WHEREAS, The Oregon Department of Land Conservation and Development is accepting applications for the Technical Assistance Grants Program; and

WHEREAS, The City Manager's office desires to participate in this grant program to the greatest extent possible as a means of providing needed technical assistance in the updating of the City's Development Code; and

WHEREAS, The proposed project meets the City's identified need for an updated Development Code to address changes and prepare the city for participation in economic development programs; and

WHEREAS, City residents will benefit from the updating of the Development Code; and

WHEREAS, The City of Willamina has available local funding to fulfill its share of the obligation related to this grant application should local contribution be required and the grant funds awarded;

NOW, THEREFORE, the members of the City Council, in regular session, do hereby find, declare and resolve as follows:

Section 1. That the City Manager is authorized to apply for an Oregon Department of Land Conservation and Development Technical Assistance Grant for assistance in updating the City's Development Code.

Passed and approved this 10th day of October, 2017.

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Willamina at a regular meeting of said Council, held on the 10th day of October, 2017.

Dated this 10 day of October, 2017.



City Recorder

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF OCTOBER 10, 2017**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

**SUBJECT: 2017-2019 DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
TECHNICAL ASSISTANCE GRANT APPLICATION**

ISSUE

Shall City Council adopt Resolution No. 1718005 authorizing the City Manager to apply for a State of Oregon Department of Land Conservation and Development Technical Assistance Grant?

RECOMMENDATION:

Adopt Resolution No. 1718005 authorizing the City Manager to apply for a State of Oregon Department of Land Conservation and Development Technical Assistance Grant.

SUMMARY AND BACKGROUND

The Oregon Department of Land Conservation and Development (hereinafter DLCD) is accepting applications for their 2017-2019 Technical Assistance Grants.

The City Council previously approved the creation of the Code Update Advisory Committee to advise the City Manager on the update of the City of Willamina Development Code. The DLCD Technical Assistance Grant would provide the funding necessary to retain a consultant to assist in the final stages of the updating of the City's Development Code.

The City would request a grant without matching funds contribution. However, there are some funds available should matching funds contribution be requested for the grant funds to be awarded. In addition, the City would request "in-kind" staff work be considered in lieu of matching funds contribution.

If approved, Resolution No. 1718005 will authorize the City Manager to apply for a DLCD Technical Assistance Grant.

FACTS AND FINDINGS

1. The DLCD is accepting applications for their 2017-2018 Technical Assistance Grants.
2. The City has identified a need for an update of the City of Willamina Development Code to properly address current trends in building, in addition to making the community available for economic opportunities.
3. The financial impact is unknown at this point. The application would request a grant without matching funds. Should the DLCD request matching funds there are some funds

available to match; alternatively, we would request to provide "in-kind" staff work as a matching contribution.

4. **Proposed Motion:** *I move to adopt Resolution No. 1718005 authorizing the City Manager to apply for a State of Oregon Department of Land Conservation and Development Technical Assistance Grant.*

Kenna L. West
Kenna L. West, City Manager

Attachments:

- A. Resolution No. 1718005 Authorizing Application for an Oregon Department of Land Conservation and Development Technical Assistance Grant

RESOLUTION NO. 17-18-006

A RESOLUTION APPOINTING THE CITY MANAGER AS THE CITY RECORDER AND CREATING THE POSITION OF DEPUTY CITY RECORDER

WHEREAS, Willamina Municipal Code (“WMC”) chapter 30.15(A) provides that the City Manager “may also act in the appointive capacity of the City Recorder”; and

WHEREAS, consistent with the WMC, the City Council wishes to have the position of City Manager serve as the City Recorder to better reflect the current assignment of duties; and

WHEREAS, the City Council wishes to create a new at-will employee position of Deputy City Recorder, which will assist the City Manager with the duties historically performed by a City Recorder;

WHEREAS, the City Manager’s title and duties will be dictated by the Willamina City Charter section 22 and WMC 30.15(E);

WHEREAS, the current City Recorder will be appointed as the Deputy City Recorder, the duties of which will be determined by the City Manager.

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

Section 1. Pursuant to WMC 30.15(A), the City Council appoints the position of City Manager to simultaneously serve in the capacity of City Recorder.

Section 2. The City Council creates a new at-will position of Deputy City Recorder and directs the City Manager to appoint the current City Recorder to that position. The Deputy City Recorder will thereafter report to the City Manager in the same manner and to the same extent as other City employees.

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

Duly adopted by the City Council this 14th day of November, 2017.



Ila Skyberg
Mayor

Attest:



Debbie Bernard
Deputy City Recorder

RESOLUTION ADOPTING AN INCLEMENT WEATHER POLICY FOR
CITY OF WILLAMINA EMPLOYEES

RESOLUTION NO.17.18-007

WHEREAS, the safety of its employees and citizens is a primary concern of the City of Willamina; and

WHEREAS, the City and surrounding areas experience inclement weather, particularly during the winter months, that make driving and working conditions hazardous; and

WHEREAS, the prior inclement weather policy, adopted pursuant to Resolution Number 10.11-023, is now outdated and no longer meets the City standards and needs;

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

Section 1. That the City Council hereby approves the Inclement Weather Policy attached hereto as Exhibit A and by this reference made a part hereof; and

Section 2. That this resolution rescinds Resolution No. 10.11-023 in its entirety; and

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

Passed and adopted this 12th day of December, 2017.

I hereby certify that the foregoing resolution was passed and adopted by the City Council of the City of Willamina at a regular meeting of said Council, held on the 12th day of December, 2017.

Dated this 12 day of December, 2017.


Deputy City Recorder

**CITY OF WILLAMINA
INCLEMENT WEATHER POLICY**

This policy covers inclement weather and conditions that limit safe transportation or mobility such as snowstorms, ice storms, wind storms, earthquakes, volcanic eruptions, floods, or any formal declaration by the City Manager of inclement weather or other circumstances which may cause unsafe driving conditions for both public and private transportation.

In the event of inclement weather, employees are expected to report to work unless directed not to do so by the City Manager.

If an employee is unable to report to work or will be delayed in reporting to work due to inclement weather or hazardous road conditions, the employee must contact their supervisor as soon as reasonably possible. This contact must be in the form of direct communication either by phone or text message and there must be a confirmed response. If an employee is unable to report to work or will be delayed in reporting to work two or more hours, the employee will be allowed to charge the absence to vacation, compensatory or administrative time, or leave without pay. Sick leave is not allowed for use under these conditions.

If an employee leaves work two or more hours early due to inclement weather or hazardous road conditions, the employee must contact their supervisor prior to the employee's departure from work. This contact must be in the form of direct communication either in person or by phone or text message and there must be a confirmed response. If an employee leaves work two or more hours early due to inclement weather or hazardous road conditions, the employee will be allowed to charge the absence to vacation, compensatory or administrative time, or leave without pay. Sick leave is not allowed for use under these conditions.

In the event the City Manager closes operations due to inclement weather or other hazardous road conditions:

- A. Employees will be paid their regular rate of pay for the time they were unable to work due to closure of operations; except
- B. During periods of inclement weather, it is understood that the City of Willamina Public Works Department may be required to continue operations for the safety and well-being of the citizens of this City. Should any non-exempt employee be required by the Public Works Director or City Manager to report to work when the City Manager has closed operations, then that employee shall receive overtime (1-1/2 times their regular rate of pay) for only that time for which they were required to be on-site and at work. There shall be no reimbursement for travel time to or from work.

In the event of inclement weather or hazardous road conditions, employees are expected to use good judgment and safe practices while at work or conducting business for the City. The safety of the City's employees and residents are of paramount importance to the City of Willamina.

RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A PURCHASE AND SALE AGREEMENT ON BEHALF OF THE CITY OF WILLAMINA IN REGARD TO THE SALE OF THE "OLD PUBLIC WORKS BUILDING"

RESOLUTION NO.17.18-008

WHEREAS, the real property owned by the City of Willamina, located at 220 NW Main Street in Willamina, Oregon commonly called the "Old Public Works Building" (hereinafter "Old Public Works Building") was offered for sale in accordance with the applicable laws of the State of Oregon, Yamhill County, and City of Willamina; and

WHEREAS, the winning bid on this offer of sale was \$119,000 with closing within 90 days of acceptance, the bid was made by Brian O'Neil, and that bid was accepted on September 27, 2017 in accordance with the applicable laws of the State of Oregon, Yamhill County, and City of Willamina; and

WHEREAS, the attached Purchase and Sale Agreement was prepared in accordance with and to memorialize the terms of the sale of the "Old Public Works Building";

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

Section 1. That the City Council hereby approves the terms of the attached Purchase and Sale Agreement; and

Section 2. That the City Manager is authorized to execute the Purchase and Sale Agreement and other necessary documents (if any) on behalf of the City of Willamina to complete the sale of the Old Public Works Building.

Passed and adopted this 12th day of December, 2017.

I hereby certify that the foregoing resolution was passed and adopted by the City Council of the City of Willamina at a regular meeting of said Council, held on the 12th day of December, 2017.

Dated this 12 day of December, 2017.



Deputy City Recorder



Mayor Ila Skyberg

Council Members:

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

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

RESOLUTION NUMBER 17-18-009

**A RESOLUTION APPROVING PROPOSED 2018/19 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

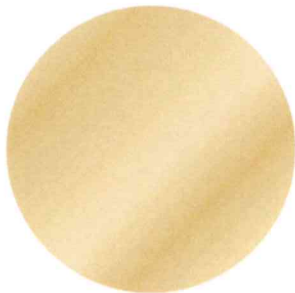
WHEREAS, Section 9, Rates, of that Ordinance provides a process for rate changes upon the request of the provider; and

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 May 8, 2018, 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 July 1, 2018.

Passed and adopted by the Willamina City Council this 8th day of May 2018.



[Redacted signature]

Ila Skyberg, Mayor

ATTEST:

[Redacted signature]

Debbie Bernard, City Recorder

Deputy City Recorder

Attachment – Exhibit A

F/RESOLUTIONS/2017-2018/17-18-009

Resolution #17-18-009



Mayor Ila Skyberg

Council Members:

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

City Management:

*City Manager: Kenna L. West
Accounting Manager: Scott Clark
Public Works Director: Jeff Brown
Library Manager: Sarah Frost*

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

RESOLUTION NUMBER 17.18-010

In the matter of adjusting funds in funds for the Fiscal Year 2017 2018:

WHEREAS ORS 294.463 allows a governing body to transfer appropriations within a fund:

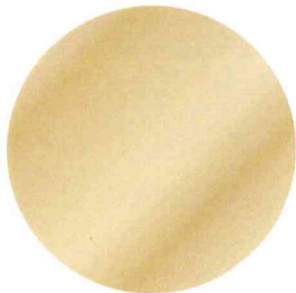
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA, OREGON, that transfers are required within the various funds as shown in Exhibit A, attached hereto and made a part hereof, and are explained as follows:

Section1. Need for Transfer: adjusting for expenditures in materials and services, personal services, capital outlay, and transfers.

Section2. Purpose for the authorized transfer is to allow additional funds in expenditure classes where needed.

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

Passed and adopted by the Willamina City Council this 8th day of May, 2018.



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, Deputy City Recorder

Attachment – Exhibit A

F/RESOLUTIONS/2017-2018/17.18-010

FY 2017-2018

Exhibit A

	A	B	C	D	E	F	G	H
1	Line Item Number	Line Item Name	Budget	Increase	Decrease	Adj Budget	From / To	
2	GENERAL FUND							
3	ADMINISTRATION							
4	10-12-5123	Merchant Fees	200.00	350.00		550.00	From 10-12-5600	Unexpected increase in charges for credit card use
5	10-12-5126	Postage	1,000.00	300.00		1,300.00	From 10-12-5600	Increased mailings to citizens for fee notifications
6	10-12-5137	Supplies	7,000.00	6,500.00		13,500.00	From 10-12-5207	Focus on providing proper tools & supplies for efficiencies
7	10-12-5200	Contract Services	40,000.00	2,000.00		42,000.00	From 10-12-5207	Expected increased need of Consulting Financial Officer
8	10-12-5203	Legal Services	10,000.00	3,000.00		13,000.00	From 10-12-5207	Needed updating of Code resulted in increase in legal expense
9	10-12-5207	Insurance	35,000.00		11,500.00	23,500.00	To 10-12-5137, 5200 & 5203	
10	10-12-5233	Technology Services	25,000.00		11,000.00	14,000.00	To 10-12-5235 & 5415	
11	10-12-5235	Software Maintnc	7,000.00	8,000.00		15,000.00	From 10-12-5233	Unexpected need for increased Information Tech assistance
12	10-12-5415	Utilities	6,000.00	3,000.00		9,000.00	From 10-12-5233	Unexpected increase in charges for utilities
13	10-12-5600	Equipment	5,000.00		650.00	4,350.00	To 10-12-5123 & 5126	
14								
15	COUNCIL							
16	10-13-5307	Community Project	5,500.00		3,500.00	2,000.00	To 10-13-5310, 5342 & 5355	
17	10-13-5310	Stipend	4,100.00	800.00		4,900.00	From 10-13-5307	Scriveners error on budgeted amount
18	10-13-5342	Conf/Seminars/Train	2,500.00	2,500.00		5,000.00	From 10-13-5307	Increased focus on Council education & training
19	10-13-5355	Council Expense	700.00	200.00		900.00	From 10-13-5307	Increased dignitary visits resulted in increased costs
20								
21	COURT							
22	10-14-5306	State Assessment	500.00	875.00		1,375.00	From 10-14-5320	Unexpected increase in assessment
23	10-14-5313	County Jail Assessmt	300.00	300.00		600.00	From 10-14-5344	Unexpected increase in assessment
24	10-14-5344	Travel	500.00		300.00	200.00	To 10-14-5313	
25	10-14-5320	Dues/License/Permit	1,000.00		875.00	125.00	To 10-14-5306	
26								
27	PLANNING							
28	10-17-5204	Engineering Services	10,000.00		4,000.00	6,000.00	To 10-17-5214	
29	10-17-5214	Planning Services	35,000.00	4,000.00		39,000.00	From 10-17-5204	Increased development resulted in increased planning fees
30								
31								
32								
33								

FY 2017-2018

Exhibit A

	A	B	C	D	E	F	G	H
34								
35	PUBLIC SAFETY							
36	10-18-5000	Salary-Wages	20,000.00	1,000.00		21,000.00	From Contingency	Unexpected additional hours needed which increased wages
37	10-18-5120	Gas-Oil	1,000.00		75.00	925.00	To 10-18-5413	
38	10-18-5137	Supplies	500.00	500.00		1,000.00	From 10-18-5504	Unexpected change in required forms resulted in added costs
39	10-18-5413	Telephone	700.00	125.00		825.00	From 10-18-5120 & 5504	Unexpected increase in phone charges
40	10-18-5504	Repairs-Maintenance	1,750.00		550.00	1,200.00	To 10-18-5137 & 5413	
41								
42	LIBRARY							
43	10-65-5000	Salary-Wages	22,374.00	14,626.00		37,000.00	From Contingency	Unexpctd increase in wages due to Union Contrct chgs & prior CM decision
44	10-65-5020	Payroll Tax	1,587.00	1,413.00		3,000.00	From Contingency	Unexpected increase in tax due to wage changes
45	10-65-5040	Benefits	11,567.00	7,433.00		19,000.00	From Contingency	Unexpected increase in Benefits due to Union Contract Changes
46	10-65-5060	PERS	1,060.00	440.00		1,500.00	From Contingency	Unexpected increase in PERS expense
47	10-65-5137	Supplies	1,200.00	1,300.00		2,500.00	From 10-65-5233,5413 &560	Increased attendance at Library resulted in incrsd need for suppl
48	10-65-5200	Contract Services	200.00	500.00		700.00	From 10-65-5504	Increased attendance at Library resulted in incrsd need for srvcs
49	10-65-5233	Technology Services	1,500.00		1,000.00	500.00	To 10-65-5912 & 5137	
50	10-65-5413	Telephone	1,300.00		100.00	1,200.00	To 10-65-5137	
51	10-65-5415	Utilities	3,000.00	1,000.00		4,000.00	From 10-65-5504	Unexpected increase in utilities costs
52	10-65-5504	Repairs-Maintenance	2,600.00		1,500.00	1,100.00	To 10-65-5415 & 5200	
53	10-65-5606	Equipment Lease	2,500.00		900.00	1,600.00	To 10-65-5137	
54	10-65-5912	Grant Expense R2R	1,000.00	700.00		1,700.00	From 10-65-5233	Unexpected increase in grant expenses
55								
56	PARKS							
57	10-66-5000	Salary-Wages	11,088.00	8,912.00		20,000.00	From Contingency	Early season resulted in longer need for seasonal parks help
58	10-66-5060	PERS	779.00	421.00		1,200.00	From Contingency	Unexpected increase in PERS expense
59	10-66-5137	Supplies	100.00	1,000.00		1,100.00	From 10-66-5415	Scriveners error on budgeted amount
60	10-66-5140	Uniforms-Towels	1,300.00		400.00	900.00	To 10-67-5415	
61	10-66-5415	Utilities	4,500.00		1,000.00	3,500.00	To 10-66-5137	
62	10-66-5512	Aquatic Weed Conrol	5,500.00	11,375.00		16,875.00	From Contingency	Early season resulted in a need for weed control this Fiscal Year
63								
64	MUSEUM							
65	10-67-5415	Utilities	3,000.00	400.00		3,400.00	From 10-66-5140	Unexpected increase in utilities costs
66	10-67-5504	Repairs-Maintenance	1,000.00	1,000.00		2,000.00	From 10-66-5606	Furnace failed resulting in unexpected need for major repair

FY 2017-2018

Exhibit A

	A	B	C	D	E	F	G	H
67	10-67-5606	Equipment Lease	1,000.00		1,000.00	0.00	To 10-66-5504	
68	ADMIN PR							
69	10-70-5020	Payroll Tax	11,500.00	2,000.00		13,500.00	From Contingency	Scriveners error in original budgeted amount
70	10-70-5040	Benefits	33,313.00	36,687.00		70,000.00	From Contingency	Unexpected increase due to Union Contract terms
71	10-70-5090	Workers Comp	400.00	1,000.00		1,400.00	From Contingency	Scriveners error in original budgeted amount
72								
73	PW PR							
74	10-71-5000	Salary-Wages	125,000.00	18,000.00		143,000.00	From 10-71-5001	Increased personnel by one FTE resulted in increased wages
75	10-71-5000	PW Allocated Payroll	214,541.00	18,000.00		232,541.00	From 20-11-5001, 30-11-5001	
76							& 40-11-5001	
77								
78	PW EXPENSE							
79	10-72-5137	Supplies	15,000.00		3,700.00	11,300.00	To 10-72-5504	
80	10-72-5200	Contract Services	8,000.00		700.00	7,300.00	To 10-72-5320	
81	10-72-5320	Dues/License/Permit	200.00	700.00		900.00	From 10-72-5200	Additional licenses required for this Fiscal Year
82	10-72-5415	Utilities	12,000.00		500.00	11,500.00	To 10-72-5507	
83	10-72-5504	Repairs-Maintenance	1,800.00	3,700.00		5,500.00	From 10-72-5137	Unexpected repairs needed to infrastructure
84	10-72-5507	Equipment Maintnc	2,500.00	500.00		3,000.00	From 10-72-5415	Unexpected needed repairs to equipment
85	10-99-9900	Contingency	112,438.00		85,307.00	27,131.00	To 10-18-5000, 65-5000,	
86							65-5020, 65-5040, 65-5060,	
87							66-5000, 66-5060, 66-5512,	
88							70-5020, 70-5040, 70-5090	
89								
90								
91	STREETS FUND							
92	20-11-5001	PW Allocated Payroll	18,353.00	4,007.00		22,360.00	From Contingency	Increased FTE & revised calculations resulted in additional PW PR
93	20-11-5137	Supplies	200.00	1,000.00		1,200.00	From 20-11-5523	Unexpected need for supplies resulted in increased expense
94	20-11-5522	Street Maintenance	40,000.00	10,000.00		50,000.00	From Contingency	Prior year expected maintenance completed in this Fiscal Year
95	20-11-5523	Traffic Control	2,000.00		1,000.00	1,000.00	To 20-11-5137	
96	20-99-9900	Contingency	110,874.00		14,007.00	96,867.00	To 20-11-5522 & 20-11-5001	
97								
98								
99								

FY 2017-2018

Exhibit A

	A	B	C	D	E	F	G	H
100	WATER FUND							
101	30-11-5060	PERS	4,613.00	2,237.00		6,850.00	From 30-11-5090	Unexpected increase in PERS expense
102	30-11-5090	Workers Comp	5,908.00		2,237.00	3,671.00	To 30-11-5060	
103	30-11-5123	Merchant Fees	2,200.00	4,900.00		7,100.00	From 30-11-5530	Increased expense due to increased credit card use by payors
104	30-11-5137	Supplies	2,400.00	600.00		3,000.00	From 30-11-5600	Unexpected need for supplies results in increased expense
105	30-11-5530	Supply Sys Maintnc	55,000.00		4,900.00	50,100.00	To 30-11-5123	
106	30-11-5600	Equipment	12,000.00		600.00	11,400.00	To 30-11-5137	
107	30-11-5001	PW Allocated PR	102,754.00	7,740.00		110,494.00	From 30-11-5000	Increased FTE resulted in additional PW PR - 10-71-5000
108	30-11-5000	Salary Wages	61,053.00		7,740.00	53,313.00	To 30-11-5001	
109								
110	WASTEWATER FUND							
111	40-11-5000	Salary-Wages	54,733.00		1,116.00	53,617.00	To 40-11-5060	
112	40-11-5060	PERS	3,284.00	1,116.00		4,400.00	From 40-11-5000	Unexpected increase in PERS expense
113	40-11-5123	Merchant Fees	3,000.00	5,300.00		8,300.00	From Contingency	Increased expense due to increased credit card use by payors
114	40-11-5200	Contract Services	1,500.00	4,300.00		5,800.00	From Contingency	Unexpected need for contract supervisor due to retirement
115	40-11-5504	Repairs-Maintenance	2,500.00	5,000.00		7,500.00	From Contingency	Unexpected failure of infrastructure requires repairs
116	40-11-5540	Treatment Sys Maint	14,000.00	10,000.00		24,000.00	From Contingency	Unexpected failure of chlorine generator which requires repairs
117	40-11-5600	Equipment	6,500.00	5,000.00		11,500.00	From Contingency	Unexpected failure of auger requires replacement
118	40-11-5001	PW Allocated PR	92,361.00	8,100.00		100,461.00	From Contingency	Increased FTE resulted in additional PW PR - 10-71-5000
119	40-99-9900	Contingency	256,372.00		37,700.00	218,672.00	To 40-11-5123, 11-5200, 11-5504, 11-5540, 11-5600 & 40-11-5001	
120								
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**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR HE
TRANSACTION OF BUSINESS**

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

Resolution 17.18.0-11

The City Council of the City of Willamina, Oregon, on the 12th day of June, 2018 sat in regular session for the transaction of City Business.

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 16.17-010 on April 25, 2017; and

WHEREAS, Costs related to loans for water and sewer system improvements, and increased cost 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 increasing the base charge by 10% from \$31.58 to \$34.74 and increasing the commodity rate by 10% from \$3.79 to \$4.17. In addition, approving the increase of the sewer rate by 2.5% from \$59.38 to \$60.86. These increases are proposed to begin with the June 16-July 15, 2018 billing. Each year thereafter in January, the water and sewer rates will increase 5%. Council may adjust the annual increase should they deem it necessary. Attached, as Exhibit "A", are the rates to be effective with the June 16-July 15, 2018 billing; and

SECTION 2. That Exhibit A to Resolution 16.17-010 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 12th, day of June 2018.




Ila Skyberg, Mayor

Attest 
Debbie Bernard, Deputy City Recorder

Existing Water Rates 2017/2018

		2017/2018		2017/2018	
Rate Number	Description	Base Amount	Consumption Rate/100 cu ft.	Base Amount	Consumption Rate/100 cu ft.
103	Vacation Rate	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
105	Apt > 4 Units	\$ 126.40	\$ 3.79	\$ 126.40	\$ 3.79
106	Duplex	\$ 26.32	\$ 3.79	\$ 26.32	\$ 3.79
107	3-Plex	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
108	4-Plex or Mult Units	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
109	Business	\$ 63.18	\$ 3.79	\$ 63.18	\$ 3.79
110	Rays Grocery	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
111	Car Wash	\$ 63.18	\$ 3.79	\$ 63.18	\$ 3.79
112	Group Home	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
113	Laundry	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
114	Williamina Lumber	\$ 2,861.74	\$ 1.14	\$ 2,861.74	\$ 1.14
115	Meter - 2 Inch	\$ 126.35	\$ 3.79	\$ 126.35	\$ 3.79
116	House Cabin	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
117	3/4 Base Rate"	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
118	Cafe Resteraunt	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
119	Business - 1	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
120	Cafe Restaurant	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
121	Cafe Restaurant (T4)	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
122	Cafe Restaurant (T6)	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
123	Single Family (W1)	\$ 31.58	\$ 3.79	\$ 31.58	\$ 3.79
322	Highschool New	\$ 631.75	\$ 3.79	\$ 631.75	\$ 3.79

New Water Rates 2018/2019

		2018/2019		2018/2019		Extraterritorial Surcharge (Outside City Limits)	
Rate Number	Description	Base Amount	Consumption Rate/100 cu ft.	Base Amount	Consumption Rate/100 cu ft.	Base Amount	Consumption Rate/100 cu ft.
103	Vacation Rate	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
105	Apt > 4 Units	\$ 139.04	\$ 4.17	\$ 139.04	\$ 4.17	\$ 139.04	\$ 4.17
106	Duplex	\$ 28.95	\$ 4.17	\$ 28.95	\$ 4.17	\$ 28.95	\$ 4.17
107	3-Plex	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
108	4-Plex or Mult Units	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
109	Business	\$ 69.50	\$ 4.17	\$ 69.50	\$ 4.17	\$ 69.50	\$ 4.17
110	Rays Grocery	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
111	Car Wash	\$ 69.50	\$ 4.17	\$ 69.50	\$ 4.17	\$ 69.50	\$ 4.17
112	Group Home	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
113	Laundry	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
114	Williamina Lumber	\$ 3,147.91	\$ 1.25	\$ 3,147.91	\$ 1.25	\$ 3,147.91	\$ 1.25
115	Meter - 2 Inch	\$ 138.99	\$ 4.17	\$ 138.99	\$ 4.17	\$ 138.99	\$ 4.17
116	House Cabin	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
117	3/4 Base Rate"	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
118	Cafe Resteraunt	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
119	Business - 1	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
120	Cafe Restaurant	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
121	Cafe Restaurant (T4)	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
122	Cafe Restaurant (T6)	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
123	Single Family (W1)	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17	\$ 34.74	\$ 4.17
322	Highschool New	\$ 694.93	\$ 4.17	\$ 694.93	\$ 4.17	\$ 694.93	\$ 4.17

New Rates: Meter Size Breakdown		Base Rate by Meter Size	
Meter Size	Base Rate by Meter Size	Meter Size	Base Rate by Meter Size
5/8	\$ 34.74	5/8	\$ 34.74
3/4	\$ 34.74	3/4	\$ 34.74
1	\$ 55.59	1	\$ 55.59
1 1/2	\$ 69.49	1 1/2	\$ 69.49
2	\$ 126.40	2	\$ 126.40
6	\$ 694.93	6	\$ 694.93
8	\$ 2,084.78	8	\$ 2,084.78
10	\$ 2,779.71	10	\$ 2,779.71
12	\$ 3,891.60	12	\$ 3,891.60
F-3/4	\$ 34.74	F-3/4	\$ 34.74
I-2	\$ 786.98	I-2	\$ 786.98
I-3/4	\$ 62.96	I-3/4	\$ 62.96
I-8	\$ 31.47	I-8	\$ 31.47
Consumption/100 cu ft	\$ 4.17	Consumption/100 cu ft	\$ 4.17
Consumption/100 cu ft - I	\$ 1.25	Consumption/100 cu ft - I	\$ 1.25

Utility Rate 2018/2019

2018/2019
Base Amount
\$ 3.00

Exiting Sewer Rates 2017/2018

Rate Number	Description	2017/2018 Base Amount
300	Single Family (S1)	\$ 59.38
301	Apartment / Duplex (SA)	\$ 59.38
302	Business - Sewer (SB)	\$ 59.38
303	Church - Sewer (SC)	\$ 59.38
304	Car Wash - Sewer (SCW)	\$ 113.00
305	Grocery Store (SF)	\$ 143.93
308	Group Home (SGH)	\$ 59.38
309	Vacation Rate (SH)	\$ 18.62
310	Laundry - Sewer (SL)	\$ 296.51
312	Willamina Lumber (SLW)	\$ 717.55
313	House / Cabins (SPS)	\$ 171.00
314	Senior Rate (SS)	\$ 59.38
315	Cafe / Resteraunt (ST1)	\$ 142.30
317	Cafe / Resteraunt (ST3)	\$ 189.78
318	Cafe / Resteraunt (ST4)	\$ 90.17
320	ST6	\$ 59.38

New Sewer Rates 2018/2019

2018/2019 Base Amount	Extraterritorial Surcharge (Outside City Limits)	15%
\$ 60.86	\$	9.13
\$ 60.86	\$	9.13
\$ 60.86	\$	9.13
\$ 60.86	\$	9.13
\$ 115.83	\$	17.37
\$ 147.53	\$	22.13
\$ 60.86	\$	9.13
\$ 19.09	\$	2.86
\$ 303.92	\$	45.59
\$ 735.49	\$	110.32
\$ 175.28	\$	26.29
\$ 60.86	\$	9.13
\$ 145.86	\$	21.88
\$ 194.52	\$	29.18
\$ 92.42	\$	13.86
\$ 60.86	\$	9.13



Mayor Ila Skyberg

Council Members:

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

City Management:

City Manager: Kenna L. West
Accounting Manager: Scott Clark
Public Works Director: Jeff Brown
Library Manager: Sarah Frost

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

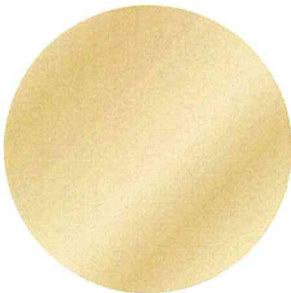
Resolution 17.18-012

A Resolution Declaring the City Election to Receive State Revenues

Section 1. That pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2018-2019.

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

PASSED AND ADOPTED by the City Council of the City of Willamina this 12th day of June 2018.

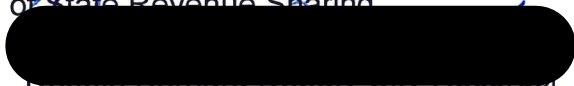


Ila Skyberg, Mayor



Debbie Bernard, Deputy City Recorder

I certify that a public hearing was held before the Budget Committee on May 22, 2018, and a public hearing before the City Council was held on June 12, 2018, giving citizens an opportunity to comment on use of State Revenue Sharing.



Debbie Bernard, Deputy City Recorder

F/RESOLUTIONS/2018-19/17.18.010



Mayor Ila Skyberg

Council Members:

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

City Management:

*City Manager: Kenna L. West
Accounting Manager: Scott
Clark
Public Works Director: Jeff Brown
Library Manager: Sarah Frost*

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

Resolution 17.18-013

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) Sanity sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

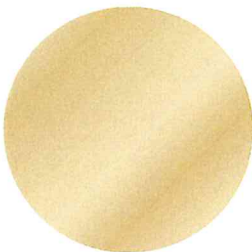
and

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 certify that it provides the following four municipal services enumerated in Section 1, ORS 221.760:

- (1) Police protection
- (2) Street Construction, maintenance, & lighting
- (3) Planning, zoning, and subdivision control
- (4) Water and Sewer Utility Services

Approved by the City of Willamina this 12th day of June, 2018



Ila Skyberg, Mayor

Debbie Bernard, Deputy City Recorder

F/RESOLUTIONS/2018-19/17.18.013

An Equal Opportunity Employer

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

www.willaminaoregon.gov



Mayor Ila Skyberg

Council Members:

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

City Management:

City Manager: Kenna L. West
 Accounting Manager: Scott Clark
 Public Works Director: Jeff Brown
 Library Manager: Sarah Frost

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

Resolution 17.18-014

**A RESOLUTION ADOPTING THE FY 2018/2019 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 adopt the budget for fiscal year 2018/2019 in the sum of **\$3,555,064**.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for fiscal year beginning July 1, 2018 and for the purposes show below are hereby appropriated:

Appropriation based on Approved Budget for 2018-19	FY19
10 General	(1,168,054)
2 Administration	(277,139)
3 City Services	(280,904)
4 Public Safety	(295,900)
6 Capital Outlay	(18,000)
9 Contingency	(296,111)
20 Streets	(336,773)
2 Street Operations	(159,814)
7 Grant	(50,000)
8 Transfer	(18,015)
9 Contingency	(108,944)
21 Street SDC	(159,000)
6 Capital Outlay	(10,000)

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9 Contingency	(149,000)
30 Water	(920,260)
2 Water Operations	(508,322)
6 Capital Outlay	(55,000)
7 Debt Service	(52,812)
8 Transfer	(145,671)
9 Contingency	(158,455)
31 Water SDC	(80,752)
6 Capital Outlay	(10,000)
8 Transfer	(13,203)
9 Contingency	(57,549)
40 Wastewater	(851,501)
2 Wastewater Operation	(440,407)
6 Capital Outlay	(10,000)
7 Debt Service	(169,658)
8 Transfer	(77,104)
9 Contingency	(154,332)
41 Wastewater SDC	(38,724)
6 Capital Outlay	(10,000)
8 Transfer	(23,752)
9 Contingency	(4,972)
	-
Grand Total	(3,555,064)

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 \$369,000 and that these taxes are hereby imposed and categorized for the tax year 2018-2019 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 **12th day of June 2018**.




Ila Skyberg, Mayor


Debbie Bernard, Deputy City Recorder

Resolution 17.18.014 page 3

F/RESOLUTIONS/2018-19/17.18.014



Mayor Ila Skyberg

Council Members:

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

City Management:

*City Manager: Kenna L. West
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Library Manager: Sarah Frost*

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

RESOLUTION NUMBER

In the matter of adjusting allocations in funds for Fiscal Year 2017-2018:

WHEREAS, ORS 294.463 allows a governing body to transfer allocations within a fund:

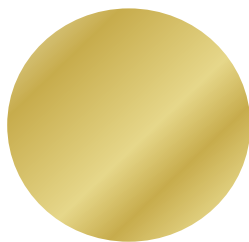
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA, OREGON, that transfers are required within various funds as shown in Exhibit A, attached hereto and made a part hereof, and are explained as follows:

Section 1. Need for transfers: Unexpected expenses and adjusted forecasting resulted in the need for reallocation of monies in materials and services, personnel services, and contingencies.

Section 2. Purpose for transfers: Allow additional funds expenditures in those line items where needed and reduce the allocation in those line items where funds expenditures were less than expected.

Section 3. This resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the Willamina City Council this **12th day of June 2018**.



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, Deputy City Recorder

Attachment – Exhibit A

An Equal Opportunity Employer

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

www.willaminaoregon.gov



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Library Manager: *Sarah Frost*

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

Resolution 17.18-016

WHEREAS, During the 2018 legislative session, the legislature appropriated funds to the Department of Land Conservation and Development (DLCDD) for the purpose of providing technical assistance to local governments in increasing the affordability of housing within urban growth boundaries; and

WHEREAS, Such technical assistance includes an analysis of housing needs; and

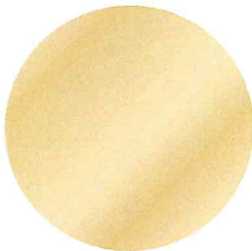
WHEREAS, The purpose of a housing needs analysis is to ensure that cities have an available land supply to accommodate their housing needs; and

WHEREAS, The City of Willamina's housing needs analysis was prepared in 2011, making it seven years and the information contained therein outdated;

NOW, THEREFORE, The members of the City Council, in regular session assembled, do hereby find, declare and resolve:

1. The City of Willamina's housing needs analysis is outdated having been prepared in 2011.
2. The City of Willamina, through its City Council, would like to apply for assistance in the preparation of an updated housing needs analysis through the Oregon Housing Planning Project. A copy of that application and the guidelines are attached hereto as Exhibit A.
3. The City Council hereby authorizes Mayor Ila Skyberg to execute the attached request for assistance application on behalf of the City of Willamina.


Approved by the City of Willamina this 12th day of June, 2018.



Ila Skyberg, Mayor

Debbie Bernard, Deputy City Recorder

F/RESOLUTIONS/2018-19/17.18.016

REQUEST FOR ASSISTANCE: Oregon Housing Planning Project	
City: Willamina <i>OR</i> County: For these cities:	
Contact Person (name and title): Kenna West	
Contact phone number: 503-876-2242 or 971-222-5808	
Contact e-mail address: westk@ci.willamina.or.us	
Service of Interest. Select one. <input checked="" type="checkbox"/> Housing Needs Analysis <input type="checkbox"/> Code audit (priority will be given where HNA is less than five years old) <input type="checkbox"/> Code update (priority will be given where HNA is less than five years old) <input type="checkbox"/> Housing strategy implementation plan (if HNA is less than five years old)	
By signing below, the local government demonstrates community support as required by ORS 284.753(5) – signature by an elected official authorized to act on behalf of the governing body.	
 _____ Signature of local governing body representative	_____ 6-13-2018 Date
_____ Mayor _____ Title	

Submittal

Please submit this Request for Assistance by June 15, 2018 to DLCD by email to the following address: DLCD.GFGrant@state.or.us.



REQUEST FOR ASSISTANCE

OREGON HOUSING PLANNING PROJECT



The Oregon Department of Land Conservation and Development (DLCD) is accepting requests for planning assistance from cities and counties to update comprehensive plans and land use regulations to increase the affordability and supply of housing in the state.

Background

During the 2018 legislative session, the legislature appropriated funds to DLCD for the purpose of providing technical assistance to local governments in increasing the affordability of housing within urban growth boundaries ([HB 4006](#)). Technical assistance will include an analysis of housing needs, audits of land use codes (to identify barriers to housing development), revisions to land use codes (to remove barriers), and implementation plans for increasing housing supply.

To provide this assistance, DLCD will contract with consultants experienced in completing Housing Needs Analyses (HNAs) and updating land use codes, and the consultant will work for a city – or group of cities within a county or region – to prepare draft updates to the comprehensive plan or code. For jurisdictions with up-to-date plans and codes, assistance with developing a strategy to implement the plan is also offered. The projects must be completed and funds expended by June 30, 2019.

Available Services

Cities and counties may request assistance developing one of the following products.

Housing Needs Analysis. The consultant will work with one or more advisory committees appointed by the city – or the county acting on behalf of a group of cities – to prepare a hearings-ready draft HNA. An HNA includes a housing needs projection (addressing housing types and price levels), residential land needs analysis, buildable lands inventory, and identification of measures for accommodating needed housing as described in OAR chapter 660, divisions 7 and 8. The purpose of an HNA is to ensure that cities have an available land supply to accommodate their housing needs over the next 20 years.

Code Audit. The consultant will work with an advisory committee appointed by the city or county to conduct a code audit of existing zoning and development code(s) to identify permitting criteria and processes that are a barrier to housing development. Specifically, an audit will assess the presence of a clear and objective approval path for needed housing, identify criteria or processes that may be a barrier to the development of needed housing, and determine whether permitted use lists and development standards ensure that the mix and density of allowed housing can accommodate needed housing as identified in the HNA. Priority will be given to cities with HNAs updated within the last five years.

Code Update. The consultant will work with an advisory committee appointed by the city or county to conduct a code update of the zoning and development code(s) to remove barriers to housing development and add provisions to increase housing development, types, and affordability. The code update will address local needs by updating the code(s) as needed to: provide or enhance a clear and objective approval path for Needed Housing, remove or amend criteria or processes that hinder development of needed housing, and update permitted use lists and development standards to ensure that the mix and density of allowed housing can accommodate needed housing. In addition to

comprehensive code updates, a city may propose a code update focused on a more specific or targeted subject affecting residential development (e.g., off-street parking standards, lot-dimension standards) that have already been identified as a barrier to the development of needed housing by an adopted HNA or code audit. Priority will be given to cities with HNAs updated within the last five years.

Housing Strategy Implementation Plan. For communities with HNAs less than five year old, the consultant will work with an advisory committee appointed by the city or county to develop an action plan to implement one or more of the housing strategies identified in the HNA. A housing strategy may include changes to zoning, programs to manage short-term or vacation rentals, incentives for affordable housing, SDC waivers, or other regulatory or non-regulatory tools.

Eligibility

All cities and counties are eligible to submit a Request for Assistance. Because housing planning is completed for a specific urban growth area, a non-Metro county government is eligible only as a convener for a group of cities within its boundaries. A Metro county is eligible for its urban area.

If the department receives more interest than available funding can accommodate, priority will be given first to cities that are over 10,000 population and severely rent-burdened.¹ Second priority will be given to other cities that are severely rent-burdened; third priority will be to cities over 10,000 population with high population growth rates. The department will also consider local government readiness, geographic distribution, consultant availability and expertise, and type of technical assistance requested.

Application and Next Steps

Complete and sign one-page application (on following page). Applications will be accepted through June 15, 2018.

Selected jurisdictions will be asked to sign a memorandum of understanding that spells out the roles and responsibilities of the consultant, DLCD, and the local government.

Additional Information

Please contact your DLCD regional representative with questions or for more information.

<u>Mid-Willamette Valley</u> Angela Carnahan angela.carnahan@state.or.us 503-934-0056	<u>East Metro</u> Jennifer Donnelly jennifer.donnelly@state.or.us 503-725-2183	<u>West Metro</u> Anne Debbaut anne.debbaut@state.or.us 503-725-2182
<u>Central Oregon:</u> Scott Edelman scott.edelman@state.or.us 541-306-8530	<u>Southern Oregon</u> Josh LeBombard josh.lebombard@state.or.us 541-414-7932	<u>South Coast</u> Dave Perry dave.perry@state.or.us 541-574-1584
<u>North Coast</u> Matt Spangler matt.spangler@state.or.us 541-574-1095	<u>Eastern Oregon :</u> Phil Stenbeck phil.stenbeck@state.or.us 541-325-6924	<u>Southern Willamette Valley</u> Patrick Wingard patrick.wingard@state.or.us 541-393-7675

¹ HB 4006 prioritized funding for these cities, and defined a “severely rent burdened” city as one where 25 percent or more of the renter households in the city spend more than 50 percent of the income of the household on gross rent for housing.