



City of Yamhill

A small taste of Oregon

AGENDA
CITY COUNCIL MEETING
Wednesday, May 10, 2023
7:00 P.M.

IN-PERSON with VIRTUAL OPTION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89713141102?pwd=N0dRY3plNDV6QU1qQ3Y4Vis1bUR0Zz09>

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(253) 215-8782 or (346) 248-7799

Webinar ID: 897 1314 1102

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When dialing in, *9 raises your hand.

1. **CALL TO ORDER – Roll Call**
2. **FLAG SALUTE – Mayor Potter**
3. **PUBLIC COMMENT**
Yamhill encourages all citizens to comment on any City business. This is not a dialogue platform. Comments shall be limited three to five minutes, at the Mayor's discretion. If you request special accommodation or additional time, please contact 503-662-3511 in advance.
4. **AGENDA UPDATES OR ADDITIONS – City Administrator**
5. **CONSENT AGENDA**
(Council Members may request to remove any item which would then be moved to new business. No discussion on consent agenda... Moved seconded and vote)
 - A. Financial Statement to current
 - B. Approval of Council Minutes Regular Session- April 12th, 2023
6. **PRESENTATIONS AND PUBLIC HEARINGS**
 - A. Public Hearing for the 2023-24 Budget as approved by the Budget Committee on April 27th, 2023. - Budget Officer
 - B. Public Hearing on Notice of State Revenue Sharing Possible Use - Budget Officer

7. UNFINISHED BUSINESS

- A. Cedar Street Storm/Rehab Project — Facilities Manager

8. NEW BUSINESS

- A. Request to enter into a lease for Sewer Vac Equipment — Facilities Manager
- B. Letter of Support Grant Request – Jadeon Roberts-Maxfield

9. DEPARTMENT REPORTS

- A. Administration – Ross Schultz
- B. Police – Chief Greg Graven – Monthly Report in packet
- C. Public Works – Jason Wofford

10. COMMITTEE REPORTS

- A. Planning Commission – April 5, 2023 Planning Commission Meeting Minutes
- B. Water Advisory Committee
- C. Yamhill Downtown Association
- D. Yamhill Neighborhood Association

11. COUNCIL REPORTS

12. INFORMATION / ANNOUNCEMENTS

- A. Judge Terry Mahr Letter of resignation
- B. Carlton Farms Lunch Event

13. ADJOURNMENT

The Consent Agenda is normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.

Council Meeting – Wednesday, May 10th, 2023

5. Consent Agenda Section

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4994	ARPA Traunch 2	129,826.17	129,826.17	129,753.00	100.06%
4100	Beginning Budget Balance	0.00	0.00	447,330.00	0.00%
4932	Business License	165.00	165.00	700.00	23.57%
4902	Cigarette Taxes	764.32	764.32	2,200.00	34.74%
4915	Dog License Revenue	499.50	499.50	500.00	99.90%
4925	Franchise Fees	55,940.14	55,940.14	48,000.00	116.54%
4944	Grant - ODOT DUII	3,883.50	3,883.50	4,000.00	97.09%
4942	Grant - ODOT Seat Belt	2,010.80	2,010.80	3,500.00	57.45%
4943	Grant - ODOT Speed	0.00	0.00	4,000.00	0.00%
4945	Grant -ODOT Distracted Driving	0.00	0.00	3,500.00	0.00%
4952	Interest Income	14,203.70	14,203.70	5,000.00	284.07%
4962	Land Use Fees	78,577.43	78,577.43	15,000.00	523.85%
4903	Liquor Taxes	20,287.25	20,287.25	19,500.00	104.04%
4913	Miscellaneous Income	12,796.55	12,796.55	2,000.00	639.83%
4928	Municipal Court Fees	15,073.06	15,073.06	23,000.00	65.54%
4924	Municipal Court Fines	34,407.45	34,407.45	55,000.00	62.56%
4941	Municipal Court Training Assmt	816.00	816.00	1,100.00	74.18%
4951	National Night Out	0.00	0.00	1,500.00	0.00%
4961	Park Fees	1,335.00	1,335.00	1,200.00	111.25%
4948	Planning Grant	0.00	0.00	1,000.00	0.00%
4914	Police Misc. Income	9,265.26	9,265.26	6,000.00	154.42%
4922	Police Service Fee	24,420.00	24,420.00	29,000.00	84.21%
4950	Police SRO-Yamhill/Carlton SD	12,500.00	12,500.00	10,000.00	125.00%
4901	Previously Levied Taxes	8,572.40	8,572.40	11,000.00	77.93%
4900	Property Tax Revenue	372,820.33	372,820.33	340,766.00	109.41%
4904	State Revenue Sharing	13,486.43	13,486.43	15,000.00	89.91%
4792	System Development Charges	3,585.00	3,585.00	0.00	0.00%
4923	Towing Fees	300.00	300.00	100.00	300.00%
General Revenues Totals		\$815,535.29	\$815,535.29	\$1,179,649.00	
Revenue		\$815,535.29	\$815,535.29	\$1,179,649.00	
Gross Profit		\$815,535.29	\$815,535.29	\$1,179,649.00	
Expenses					
Administrative Dept					
6103	Admin Clerk	11,833.81	11,833.81	7,353.00	160.94%
6325	Ads & Printing	1,445.09	1,445.09	2,500.00	57.80%
6300	Attorney/Legal Fees	31,829.88	31,829.88	10,000.00	318.30%
6301	Audit Fees	7,575.00	7,575.00	10,000.00	75.75%
6412	Building Maintenance	950.98	950.98	3,000.00	31.70%
6335	Christmas Decorations	87.55	87.55	1,000.00	8.76%
6101	City Administrator	2,723.38	2,723.38	36,002.00	7.56%
6102	City Clerk	8,041.78	8,041.78	8,556.00	93.99%
6306	Contract Services	36,898.69	36,898.69	12,500.00	295.19%
6403	Copy/Postal/Computing	200.00	200.00	0.00	0.00%
6305	Dues, Travel, Training	1,323.94	1,323.94	2,500.00	52.96%
6334	Emergency Services	0.00	0.00	4,000.00	0.00%
6309	Janitorial Services	2,025.00	2,025.00	2,600.00	77.88%
6202	Liability Insurance	8,950.00	8,950.00	8,850.00	101.13%
6252	Miscellaneous Expense	593.00	593.00	500.00	118.60%

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
6328	Office Supplies	907.86	907.86	2,500.00	36.31%
6200	Operations & Maint	4,410.50	4,410.50	6,000.00	73.51%
6120	Payroll Expense	12,298.58	12,298.58	37,743.00	32.59%
6329	Postage	175.64	175.64	400.00	43.91%
6795	Reserve for Contingencies	20,000.00	20,000.00	105,879.00	18.89%
6521	Reserve Transfer (ACER Reserve)	0.00	0.00	10,831.00	0.00%
6522	Reserve Transfer (PD Vehicle)	0.00	0.00	25,000.00	0.00%
6210	Utilities	8,325.90	8,325.90	9,200.00	90.50%
6032	Website/IT	3,775.00	3,775.00	10,000.00	37.75%
Administrative Dept Totals		\$164,371.58	\$164,371.58	\$316,914.00	
City Council					
6332	Community Support Services	0.00	0.00	2,000.00	0.00%
6305	Dues, Travel, Training	1,281.76	1,281.76	1,000.00	128.18%
6252	Miscellaneous Expense	605.82	605.82	1,000.00	60.58%
City Council Totals		\$1,887.58	\$1,887.58	\$4,000.00	
Municipal Court					
6103	Admin Clerk	5,034.17	5,034.17	2,941.00	171.17%
6250	Assessments	11,899.31	11,899.31	22,000.00	54.09%
6300	Attorney/Legal Fees	54.00	54.00	500.00	10.80%
6224	Bail Refunds	40.00	40.00	400.00	10.00%
6102	City Clerk	12,506.45	12,506.45	19,963.00	62.65%
6310	Court Interpreter	900.00	900.00	1,200.00	75.00%
6305	Dues, Travel, Training	834.80	834.80	2,000.00	41.74%
6102	Municipal Clerk	5,834.65	5,834.65	0.00	0.00%
6311	Municipal Judge	2,450.00	2,450.00	4,000.00	61.25%
6328	Office Supplies	329.32	329.32	500.00	65.86%
6200	Operations & Maint	876.01	876.01	1,500.00	58.40%
6120	Payroll Expense	12,741.88	12,741.88	18,935.00	67.29%
Municipal Court Totals		\$53,500.59	\$53,500.59	\$73,939.00	
Park Dept					
6200	Operations & Maint	2,402.22	2,402.22	15,000.00	16.01%
6120	Payroll Expense	3,091.98	3,091.98	18,610.00	16.61%
6523	Reserve Transfer (Park)	0.00	0.00	5,000.00	0.00%
6433	Security Cameras	0.00	0.00	10,000.00	0.00%
6401	Trees	1,900.00	1,900.00	6,000.00	31.67%
6210	Utilities	1,069.37	1,069.37	2,000.00	53.47%
6109	Utility Worker I	6,620.77	6,620.77	16,536.00	40.04%
Park Dept Totals		\$15,084.34	\$15,084.34	\$73,146.00	
Planning Dept					
6103	Admin Clerk	15,277.62	15,277.62	9,804.00	155.83%
6325	Ads & Printing	921.70	921.70	2,000.00	46.09%
6303	City Planner	9,178.75	9,178.75	10,000.00	91.79%
6306	Contract Services	7,127.84	7,127.84	70,000.00	10.18%
6305	Dues, Travel, Training	137.20	137.20	500.00	27.44%
6328	Office Supplies	0.00	0.00	200.00	0.00%
6120	Payroll Expense	3,593.71	3,593.71	12,562.00	28.61%
6114	Planning/ City Administrator	378.26	378.26	5,000.00	7.57%
Planning Dept Totals		\$36,615.08	\$36,615.08	\$110,066.00	
Police Dept					
6304	911 YCOM Dispatch	11,440.00	11,440.00	18,500.00	61.84%
6300	Attorney/Legal Fees	90.00	90.00	3,000.00	3.00%
6305	Dues, Travel, Training	2,466.52	2,466.52	4,000.00	61.66%

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
6221	Equipment/Maintenance	1,187.01	1,187.01	4,600.00	25.80%
6333	Investigation Expenses	130.35	130.35	1,000.00	13.04%
6202	Liability Insurance	13,570.00	13,570.00	13,570.00	100.00%
6252	Miscellaneous Expense	0.00	0.00	500.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	2,000.00	2,000.00	3,000.00	66.67%
6336	National Night Out Expense	332.00	332.00	1,500.00	22.13%
6117	ODOT Grant Payroll	15,451.21	15,451.21	15,000.00	103.01%
6328	Office Supplies	979.79	979.79	2,200.00	44.54%
6115	Overtime	0.00	0.00	3,000.00	0.00%
6120	Payroll Expense	104,899.38	104,899.38	190,159.00	55.16%
6254	Peer Support Expense	0.00	0.00	100.00	0.00%
6104	Police Chief	74,924.96	74,924.96	85,000.00	88.15%
6331	Police Equipment	3,697.00	3,697.00	9,000.00	41.08%
6105	Police Officer	59,455.40	59,455.40	71,802.00	82.80%
6976	Police Radios	0.00	0.00	500.00	0.00%
6404	Policy & Procedure Manual	1,941.80	1,941.80	2,000.00	97.09%
6106	Reserve Officer	7,043.31	7,043.31	10,000.00	70.43%
6327	Resource Materials	99.99	99.99	1,000.00	10.00%
6107	Traffic Officer	51,145.30	51,145.30	63,003.00	81.18%
6330	Uniform Allowance	2,201.68	2,201.68	3,250.00	67.74%
6210	Utilities	3,966.43	3,966.43	3,000.00	132.21%
6405	Vehicle Lease	21,647.00	21,647.00	25,000.00	86.59%
6027	Vehicle Maintenance	18,579.38	18,579.38	22,000.00	84.45%
Police Dept Totals		\$397,248.51	\$397,248.51	\$556,684.00	
Expenses		\$668,707.68	\$668,707.68	\$1,134,749.00	
Revenue Less Expenditures		\$146,827.61	\$146,827.61	\$44,900.00	
Net Change in Fund Balance		\$146,827.61	\$146,827.61	\$44,900.00	

Fund Balances

Beginning Fund Balance	471,956.25	471,956.25	0.00	0.00%
Net Change in Fund Balance	146,827.61	146,827.61	44,900.00	0.00%
Ending Fund Balance	618,783.86	618,783.86	0.00	0.00%

Report Options

Fund: General Fund

Period: 7/1/2022 to 6/30/2023

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: General Fund Master

Display Subtotals: No

Water Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Other Expense					
6201	Lab Equipment	1,331.32	1,331.32	2,000.00	66.57%
6440	Transmission Line Feasibility		0.00	200,000.00	0.00%
Expenses		\$355,764.70	\$355,764.70	\$918,199.00	
Revenue Less Expenditures		\$142,903.52	\$142,903.52	(\$200,000.00)	
Net Change in Fund Balance		\$142,903.52	\$142,903.52	(\$200,000.00)	
Fund Balances					
	Beginning Fund Balance	253,316.29	253,316.29	0.00	0.00%
	Net Change in Fund Balance	142,903.52	142,903.52	(200,000.00)	0.00%
	Ending Fund Balance	396,219.81	396,219.81	0.00	0.00%

Sewer Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	374,152.00	0.00%
4952	Interest Income	9,477.61	9,477.61	1,500.00	631.84%
4913	Miscellaneous Income	894.34	894.34	500.00	178.87%
4940	Security Deposits	4,022.84	4,022.84	8,000.00	50.29%
4920	Sewer Inspections	308.00	308.00	0.00	0.00%
4963	Stormwater	9,773.71	9,773.71	10,500.00	93.08%
4960	Users Fees	335,644.43	335,644.43	392,553.00	85.50%
Revenue		\$360,120.93	\$360,120.93	\$787,205.00	
Gross Profit		\$360,120.93	\$360,120.93	\$787,205.00	
Expenses					
Requirements					
6103	Admin Clerk	19,823.50	19,823.50	12,255.00	161.76%
6325	Ads & Printing	22.50	22.50	200.00	11.25%
6300	Attorney/Legal Fees	9.99	9.99	1,500.00	0.67%
6301	Audit Fees	4,725.00	4,725.00	5,200.00	90.87%
6326	Chemicals	0.00	0.00	1,500.00	0.00%
6101	City Administrator	1,891.26	1,891.26	25,002.00	7.56%
6102	City Clerk	13,614.51	13,614.51	14,260.00	95.47%
6227	Collection System	4,036.58	4,036.58	15,000.00	26.91%
6306	Contract Services	68,153.12	68,153.12	20,000.00	340.77%
6427	Deposit Refund	290.97	290.97	500.00	58.19%
6305	Dues, Travel, Training	1,204.48	1,204.48	3,500.00	34.41%
6334	Emergency Services	0.00	0.00	5,000.00	0.00%
6119	Facilities Manager	21,471.89	21,471.89	21,832.00	98.35%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	10,863.10	10,863.10	10,030.00	108.31%
6203	Misc. Tools	887.44	887.44	1,500.00	59.16%
6252	Miscellaneous Expense	234.24	234.24	300.00	78.08%
6230	Office Equip/Maint/Supplies	380.77	380.77	750.00	50.77%
6328	Office Supplies	128.06	128.06	500.00	25.61%
6200	Operations & Maint	58,772.58	58,772.58	30,000.00	195.91%
6115	Overtime	0.00	0.00	3,008.00	0.00%
6118	Pager Pay	2,047.00	2,047.00	3,000.00	68.23%
6120	Payroll Expense	47,448.40	47,448.40	119,930.00	39.56%
6204	Permits	3,479.00	3,479.00	2,000.00	173.95%
6121	Plant Operator	23,943.45	23,943.45	23,241.00	103.02%
6329	Postage	1,157.00	1,157.00	2,000.00	57.85%
6795	Reserve for Contingencies	0.00	0.00	370,625.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	12,000.00	0.00%
6208	Safety Equipment & Supplies	907.34	907.34	1,500.00	60.49%
6409	SCADA/ Security System	846.00	846.00	0.00	0.00%
6417	Sludge Hauling	0.00	0.00	2,000.00	0.00%
6210	Utilities	22,271.85	22,271.85	22,000.00	101.24%
6109	Utility Worker I	22,546.11	22,546.11	33,072.00	68.17%
6405	Vehicle Lease	0.00	0.00	7,500.00	0.00%
6027	Vehicle Maintenance	13,093.72	13,093.72	8,000.00	163.67%

Sewer Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022	Jul 2022	Jul 2022	Jun 2023
		Jun 2023	Jun 2023	Jun 2023	Percent of
		Actual	Actual		Budget
Account Number					
Other Expense					
6201	Lab Equipment	1,100.02	1,100.02	1,500.00	73.33%
	Expenses	\$345,349.88	\$345,349.88	\$790,205.00	
	Revenue Less Expenditures	\$14,771.05	\$14,771.05	(\$3,000.00)	
	Net Change in Fund Balance	\$14,771.05	\$14,771.05	(\$3,000.00)	

Fund Balances

Beginning Fund Balance	374,847.16	374,847.16	0.00	0.00%
Net Change in Fund Balance	14,771.05	14,771.05	(3,000.00)	0.00%
Ending Fund Balance	389,618.21	389,618.21	0.00	0.00%

Building Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	34,819.00	0.00%
4939	Code Compliance Fees	150.00	150.00	500.00	30.00%
4938	County Building Services	946.56	946.56	4,000.00	23.66%
4952	Interest Income	475.77	475.77	200.00	237.89%
Revenue		\$1,572.33	\$1,572.33	\$39,519.00	
Gross Profit		\$1,572.33	\$1,572.33	\$39,519.00	
Expenses					
Requirements					
6103	Admin Clerk	3,944.69	3,944.69	2,451.00	160.94%
6101	City Administrator	378.26	378.26	5,000.00	7.57%
6119	Facilities Manager	1,635.95	1,635.95	2,911.00	56.20%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	1,903.34	1,903.34	8,330.00	22.85%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	20,677.00	0.00%
Expenses		\$7,862.24	\$7,862.24	\$39,519.00	
Revenue Less Expenditures		(\$6,289.91)	(\$6,289.91)	\$0.00	
Net Change in Fund Balance		(\$6,289.91)	(\$6,289.91)	\$0.00	
Fund Balances					
	Beginning Fund Balance	34,795.30	34,795.30	0.00	0.00%
	Net Change in Fund Balance	(6,289.91)	(6,289.91)	0.00	0.00%
	Ending Fund Balance	28,505.39	28,505.39	0.00	0.00%

Economic Development Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	151,753.00	0.00%
4952	Interest Income	1,852.30	1,852.30	1,500.00	123.49%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	Revenue	\$1,852.30	\$1,852.30	\$153,853.00	
	Gross Profit	\$1,852.30	\$1,852.30	\$153,853.00	
Expenses					
6313	Administrative Costs	32.20	32.20	250.00	12.88%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6101	City Administrator	151.30	151.30	2,000.00	7.57%
6251	Economic Development Loan	0.00	0.00	20,000.00	0.00%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	1,525.54	1,525.54	1,327.00	114.96%
6795	Reserve for Contingencies	0.00	0.00	129,226.00	0.00%
	Expenses	\$1,709.04	\$1,709.04	\$153,853.00	
	Revenue Less Expenditures	\$143.26	\$143.26	\$0.00	
	Net Change in Fund Balance	\$143.26	\$143.26	\$0.00	
Fund Balances					
	Beginning Fund Balance	151,825.83	151,825.83	0.00	0.00%
	Net Change in Fund Balance	143.26	143.26	0.00	0.00%
	Ending Fund Balance	151,969.09	151,969.09	0.00	0.00%

Sidewalk Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	24,117.00	0.00%
4952	Interest Income	295.18	295.18	200.00	147.59%
4494	Sidewalk Deposits	3,600.00	3,600.00	200.00	1,800.00%
	Revenue	\$3,895.18	\$3,895.18	\$24,517.00	
	Gross Profit	\$3,895.18	\$3,895.18	\$24,517.00	
Expenses					
6499	Capital Reserve	0.00	0.00	9,017.00	0.00%
6427	Deposit Refund	0.00	0.00	500.00	0.00%
6423	Sidewalk Installation	0.00	0.00	15,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$24,517.00	
	Revenue Less Expenditures	\$3,895.18	\$3,895.18	\$0.00	
	Net Change in Fund Balance	\$3,895.18	\$3,895.18	\$0.00	
Fund Balances					
	Beginning Fund Balance	24,129.91	24,129.91	0.00	0.00%
	Net Change in Fund Balance	3,895.18	3,895.18	0.00	0.00%
	Ending Fund Balance	28,025.09	28,025.09	0.00	0.00%

Street Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	118,298.00	0.00%
4952	Interest Income	2,629.42	2,629.42	2,800.00	93.91%
4292	Recology Franchise Fees	4,770.20	4,770.20	4,900.00	97.35%
4290	State Gas Tax Revenue	79,807.14	79,807.14	92,400.00	86.37%
	Revenue	\$87,206.76	\$87,206.76	\$218,398.00	
	Gross Profit	\$87,206.76	\$87,206.76	\$218,398.00	
Expenses					
Requirements					
6103	Admin Clerk	3,155.75	3,155.75	1,961.00	160.93%
6101	City Administrator	151.30	151.30	2,000.00	7.57%
6306	Contract Services	13,493.11	13,493.11	15,000.00	89.95%
6221	Equipment/Maintenance	278.98	278.98	2,000.00	13.95%
6119	Facilities Manager	9,125.12	9,125.12	11,644.00	78.37%
6236	Footpaths/Bikepaths	2,853.08	2,853.08	5,000.00	57.06%
6200	Operations & Maint	17,684.38	17,684.38	20,000.00	88.42%
6120	Payroll Expense	11,163.86	11,163.86	19,041.00	58.63%
6121	Plant Operator	4,827.47	4,827.47	5,165.00	93.47%
6795	Reserve for Contingencies	0.00	0.00	106,587.00	0.00%
6241	Storm Drain Replacement	0.00	0.00	5,000.00	0.00%
6229	Street Lights	12,984.71	12,984.71	15,000.00	86.56%
6222	Street Maintenance	8,422.62	8,422.62	10,000.00	84.23%
6109	Utility Worker I	2,697.38	2,697.38	0.00	0.00%
	Expenses	\$86,837.76	\$86,837.76	\$218,398.00	
	Revenue Less Expenditures	\$369.00	\$369.00	\$0.00	
	Net Change in Fund Balance	\$369.00	\$369.00	\$0.00	
Fund Balances					
	Beginning Fund Balance	124,128.33	124,128.33	0.00	0.00%
	Net Change in Fund Balance	369.00	369.00	0.00	0.00%
	Ending Fund Balance	124,497.33	124,497.33	0.00	0.00%

Water Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	132,354.00	0.00%
4952	Interest Income	4,992.26	4,992.26	500.00	998.45%
4991	Transfer In - Water SDC	0.00	0.00	158,000.00	0.00%
4960	Users Fees	120,730.88	120,730.88	123,800.00	97.52%
	Revenue	\$125,723.14	\$125,723.14	\$414,654.00	
	Gross Profit	\$125,723.14	\$125,723.14	\$414,654.00	
Expenses					
6150	Debt Service Expense	216,150.42	216,150.42	216,150.00	100.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	140,382.00	0.00%
	Expenses	\$216,150.42	\$216,150.42	\$414,654.00	
	Revenue Less Expenditures	(\$90,427.28)	(\$90,427.28)	\$0.00	
	Net Change in Fund Balance	(\$90,427.28)	(\$90,427.28)	\$0.00	
Fund Balances					
	Beginning Fund Balance	136,210.19	136,210.19	0.00	0.00%
	Net Change in Fund Balance	(90,427.28)	(90,427.28)	0.00	0.00%
	Ending Fund Balance	45,782.91	45,782.91	0.00	0.00%

Report Options

Fund: Water Debt Service

Period: 7/1/2022 to 6/30/2023

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Water Debt Service

Water Debt Depreciation Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	246,691.00	0.00%
4952	Interest Income	3,033.25	3,033.25	250.00	1,213.30%
4981	Transfer In - Water Fund	0.00	0.00	5,000.00	0.00%
	Revenue	\$3,033.25	\$3,033.25	\$251,941.00	
	Gross Profit	\$3,033.25	\$3,033.25	\$251,941.00	
Expenses					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	232,174.00	0.00%
6741	System Improvements	0.00	0.00	19,267.00	0.00%
	Expenses	\$0.00	\$0.00	\$251,941.00	
	Revenue Less Expenditures	\$3,033.25	\$3,033.25	\$0.00	
	Net Change in Fund Balance	\$3,033.25	\$3,033.25	\$0.00	
Fund Balances					
	Beginning Fund Balance	30,575.06	30,575.06	0.00	0.00%
	Net Change in Fund Balance	3,033.25	3,033.25	0.00	0.00%
	Ending Fund Balance	33,608.31	33,608.31	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	50,541.00	0.00%
4952	Interest Income	1,119.21	1,119.21	750.00	149.23%
4960	Users Fees	59,244.86	59,244.86	41,670.00	142.18%
	Revenue	\$60,364.07	\$60,364.07	\$92,961.00	
	Gross Profit	\$60,364.07	\$60,364.07	\$92,961.00	
Expenses					
Requirements					
6150	Debt Service Expense	41,990.57	41,990.57	54,181.00	77.50%
6795	Reserve for Contingencies	0.00	0.00	38,780.00	0.00%
	Expenses	\$41,990.57	\$41,990.57	\$92,961.00	
	Revenue Less Expenditures	\$18,373.50	\$18,373.50	\$0.00	
	Net Change in Fund Balance	\$18,373.50	\$18,373.50	\$0.00	
Fund Balances					
	Beginning Fund Balance	53,108.43	53,108.43	0.00	0.00%
	Net Change in Fund Balance	18,373.50	18,373.50	0.00	0.00%
	Ending Fund Balance	71,481.93	71,481.93	0.00	0.00%

Admin Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	432.58	432.58	200.00	216.29%
4921	Municipal Court Equip Assmt	544.00	544.00	900.00	60.44%
4980	Transfer In - Gen Fund	0.00	0.00	10,831.00	0.00%
4982	Transfer In - Sewer Fund	0.00	0.00	12,000.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	12,000.00	0.00%
	Revenue	\$976.58	\$976.58	\$35,931.00	
	Gross Profit	\$976.58	\$976.58	\$35,931.00	
Expenses					
6403	Copy/Postal/Computing	3,267.65	3,267.65	3,500.00	93.36%
6414	Software	3,689.84	3,689.84	4,500.00	82.00%
6408	Support Services	59,895.55	59,895.55	27,931.00	214.44%
	Expenses	\$66,853.04	\$66,853.04	\$35,931.00	
	Revenue Less Expenditures	(\$65,876.46)	(\$65,876.46)	\$0.00	
	Net Change in Fund Balance	(\$65,876.46)	(\$65,876.46)	\$0.00	
Fund Balances					
	Beginning Fund Balance	(2,723.52)	(2,723.52)	0.00	0.00%
	Net Change in Fund Balance	(65,876.46)	(65,876.46)	0.00	0.00%
	Ending Fund Balance	(68,599.98)	(68,599.98)	0.00	0.00%

City Hall Reserve Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022	Jul 2022	Jul 2022	Jun 2023
		Jun 2023	Jun 2023	Jun 2023	Percent of
Account Number		Actual	Actual		Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	15,224.00	0.00%
4952	Interest Income	184.21	184.21	75.00	245.61%
	Revenue	\$184.21	\$184.21	\$15,299.00	
	Gross Profit	\$184.21	\$184.21	\$15,299.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	15,299.00	0.00%
	Expenses	\$0.00	\$0.00	\$15,299.00	
	Revenue Less Expenditures	\$184.21	\$184.21	\$0.00	
	Net Change in Fund Balance	\$184.21	\$184.21	\$0.00	
Fund Balances					
	Beginning Fund Balance	15,231.52	15,231.52	0.00	0.00%
	Net Change in Fund Balance	184.21	184.21	0.00	0.00%
	Ending Fund Balance	15,415.73	15,415.73	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	16,759.00	0.00%
4952	Interest Income	557.53	557.53	50.00	1,115.06%
4983	Transfer in -Police Reserve	0.00	0.00	25,000.00	0.00%
4926	Vehicle Replacement Assmt	2,720.00	2,720.00	4,500.00	60.44%
	Revenue	\$3,277.53	\$3,277.53	\$46,309.00	
	Gross Profit	\$3,277.53	\$3,277.53	\$46,309.00	
Expenses					
6597	Reserve SIB for Capital	0.00	0.00	45,809.00	0.00%
6419	Vehicle Equipment	0.00	0.00	500.00	0.00%
	Expenses	\$0.00	\$0.00	\$46,309.00	
	Revenue Less Expenditures	\$3,277.53	\$3,277.53	\$0.00	
	Net Change in Fund Balance	\$3,277.53	\$3,277.53	\$0.00	
Fund Balances					
	Beginning Fund Balance	16,786.98	16,786.98	0.00	0.00%
	Net Change in Fund Balance	3,277.53	3,277.53	0.00	0.00%
	Ending Fund Balance	20,064.51	20,064.51	0.00	0.00%

Park Equipment Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	1,724.00	0.00%
4952	Interest Income	81.09	81.09	10.00	810.90%
4984	Transfer in - Parks	0.00	0.00	5,000.00	0.00%
	Revenue	\$81.09	\$81.09	\$6,734.00	
	Gross Profit	\$81.09	\$81.09	\$6,734.00	
Expenses					
6420	Beulah Park Improvements	0.00	0.00	1,250.00	0.00%
6402	Equipment Replacement	248.00	248.00	1,024.00	24.22%
6795	Reserve for Contingencies	0.00	0.00	4,460.00	0.00%
	Expenses	\$248.00	\$248.00	\$6,734.00	
	Revenue Less Expenditures	(\$166.91)	(\$166.91)	\$0.00	
	Net Change in Fund Balance	(\$166.91)	(\$166.91)	\$0.00	
Fund Balances					
	Beginning Fund Balance	1,746.31	1,746.31	0.00	0.00%
	Net Change in Fund Balance	(166.91)	(166.91)	0.00	0.00%
	Ending Fund Balance	1,579.40	1,579.40	0.00	0.00%

Public Works Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	13,217.00	0.00%
4952	Interest Income	160.63	160.63	125.00	128.50%
	Revenue	\$160.63	\$160.63	\$13,342.00	
	Gross Profit	\$160.63	\$160.63	\$13,342.00	
Expenses					
6415	Lab/Office	11,186.66	11,186.66	13,342.00	83.85%
	Expenses	\$11,186.66	\$11,186.66	\$13,342.00	
	Revenue Less Expenditures	(\$11,026.03)	(\$11,026.03)	\$0.00	
	Net Change in Fund Balance	(\$11,026.03)	(\$11,026.03)	\$0.00	
Fund Balances					
	Beginning Fund Balance	13,225.48	13,225.48	0.00	0.00%
	Net Change in Fund Balance	(11,026.03)	(11,026.03)	0.00	0.00%
	Ending Fund Balance	2,199.45	2,199.45	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund

Period: 7/1/2022 to 6/30/2023

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Public Works Reserve

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	63,230.00	0.00%
4952	Interest Income	766.67	766.67	450.00	170.37%
	Revenue	\$766.67	\$766.67	\$63,680.00	
	Gross Profit	\$766.67	\$766.67	\$63,680.00	
Expenses					
6940	Equip/SCADA	0.00	0.00	10,000.00	0.00%
6943	Plant Replacements	0.00	0.00	10,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	23,680.00	0.00%
6741	System Improvements	0.00	0.00	20,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$63,680.00	
	Revenue Less Expenditures	\$766.67	\$766.67	\$0.00	
	Net Change in Fund Balance	\$766.67	\$766.67	\$0.00	
Fund Balances					
	Beginning Fund Balance	63,259.62	63,259.62	0.00	0.00%
	Net Change in Fund Balance	766.67	766.67	0.00	0.00%
	Ending Fund Balance	64,026.29	64,026.29	0.00	0.00%

Park SDC
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	455,249.00	0.00%
4952	Interest Income	5,543.13	5,543.13	2,000.00	277.16%
4792	System Development Charges	3,348.00	3,348.00	3,160.00	105.95%
	Revenue	\$8,891.13	\$8,891.13	\$460,409.00	
	Gross Profit	\$8,891.13	\$8,891.13	\$460,409.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	60,409.00	0.00%
6741	System Improvements	0.00	0.00	400,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$460,409.00	
	Revenue Less Expenditures	\$8,891.13	\$8,891.13	\$0.00	
	Net Change in Fund Balance	\$8,891.13	\$8,891.13	\$0.00	
Fund Balances					
	Beginning Fund Balance	455,530.04	455,530.04	0.00	0.00%
	Net Change in Fund Balance	8,891.13	8,891.13	0.00	0.00%
	Ending Fund Balance	464,421.17	464,421.17	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	112,705.00	0.00%
4952	Interest Income	1,762.58	1,762.58	75.00	2,350.11%
4792	System Development Charges	3,688.00	3,688.00	33,620.00	10.97%
	Revenue	\$5,450.58	\$5,450.58	\$146,400.00	
	Gross Profit	\$5,450.58	\$5,450.58	\$146,400.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	46,400.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$146,400.00	
	Revenue Less Expenditures	\$5,450.58	\$5,450.58	\$0.00	
	Net Change in Fund Balance	\$5,450.58	\$5,450.58	\$0.00	
Fund Balances					
	Beginning Fund Balance	112,754.37	112,754.37	0.00	0.00%
	Net Change in Fund Balance	5,450.58	5,450.58	0.00	0.00%
	Ending Fund Balance	118,204.95	118,204.95	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

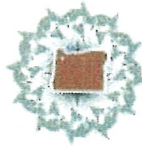
Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	149,682.00	0.00%
4952	Interest Income	2,285.38	2,285.38	400.00	571.35%
4792	System Development Charges	4,423.00	4,423.00	39,740.00	11.13%
	Revenue	\$6,708.38	\$6,708.38	\$189,822.00	
	Gross Profit	\$6,708.38	\$6,708.38	\$189,822.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	84,822.00	0.00%
6416	System Development	0.00	0.00	105,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$189,822.00	
	Revenue Less Expenditures	\$6,708.38	\$6,708.38	\$0.00	
	Net Change in Fund Balance	\$6,708.38	\$6,708.38	\$0.00	
Fund Balances					
	Beginning Fund Balance	149,748.86	149,748.86	0.00	0.00%
	Net Change in Fund Balance	6,708.38	6,708.38	0.00	0.00%
	Ending Fund Balance	156,457.24	156,457.24	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	516,674.00	0.00%
4952	Interest Income	10,794.60	10,794.60	2,000.00	539.73%
4792	System Development Charges	13,451.00	13,451.00	129,920.00	10.35%
	Revenue	\$24,245.60	\$24,245.60	\$648,594.00	
	Gross Profit	\$24,245.60	\$24,245.60	\$648,594.00	
Expenses					
Requirements					
6795	Reserve for Contingencies	0.00	0.00	142,594.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
6524	Transfer Out (Water Debt Svc)	0.00	0.00	158,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$400,594.00	
	Revenue Less Expenditures	\$24,245.60	\$24,245.60	\$248,000.00	
	Net Change in Fund Balance	\$24,245.60	\$24,245.60	\$248,000.00	
Fund Balances					
	Beginning Fund Balance	516,978.21	516,978.21	0.00	0.00%
	Net Change in Fund Balance	24,245.60	24,245.60	248,000.00	0.00%
	Ending Fund Balance	541,223.81	541,223.81	0.00	0.00%

Sewer SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022	Jul 2022	Jul 2022	Jun 2023
		Jun 2023	Jun 2023	Jun 2023	Percent of Budget
		Actual	Actual		
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	340,124.00	0.00%
4952	Interest Income	5,044.14	5,044.14	1,500.00	336.28%
4792	System Development Charges	8,007.00	8,007.00	77,340.00	10.35%
	Revenue	\$13,051.14	\$13,051.14	\$418,964.00	
	Gross Profit	\$13,051.14	\$13,051.14	\$418,964.00	
	Revenue Less Expenditures	\$13,051.14	\$13,051.14	\$418,964.00	
	Net Change in Fund Balance	\$13,051.14	\$13,051.14	\$418,964.00	
Fund Balances					
	Beginning Fund Balance	340,282.35	340,282.35	0.00	0.00%
	Net Change in Fund Balance	13,051.14	13,051.14	418,964.00	0.00%
	Ending Fund Balance	353,333.49	353,333.49	0.00	0.00%



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING

Wednesday, April 12, 2023, 7:00 PM

MINUTES

REGULAR MEETING

1. **CALL TO ORDER: 7:04 PM**

Roll Call

Present In-Person: Mayor Yvette Potter; Councilors Marci Hedin, Kay Echauri, Shea Corrigan, and Tim Askey

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator; Jason Wofford Facility Manager; Kyle Adams Public Works and Kim Steele City Clerk/Court Clerk/Interim Finance & Admin Service Director.

2. **FLAG SALUTE:**

Mayor Potter led the flag salute with all those present participating.

3. **PUBLIC COMMENT:**

Jay Disbrow

Jay expressed concern regarding the City Council agenda and packets not being posted on the City webpage for review. Chief Greg Graven later responded informing that the City webpage is hosted through WordPress and is working with IT to resolve the limited space causing documents to drop off from the webpage.

Robert Davis

Robert repeated Jay Disbrow's concern regarding the City Council agenda and packets not being posted on the City webpage for review.

Patty Pairan

Patty addressed the speed study with the radar trailer that Chief Greg Graven presented during the January City Council Meeting. Patty explained that she spoke with representative from the Yamhill County Sheriff's Office who informed her that the radar trailer documents average speeds in five minute intervals. Patty referenced numbers from the speed study document and expressed a concern that vehicles are constantly speeding on Maple Street/Hwy 47. Patty said that there is a speeding problem in Yamhill and mentioned a traffic crash that occurred earlier today.

Chief Greg Graven later responded to Patty's concerns, explaining that the speed study that Patty was referencing identifies in the study that the numbers are average MPH

Speeds in Five Minute Intervals and advised that he has never stated that there is not a speeding concern in Yamhill and is always open to suggestions on a remedy to reduce vehicles from speeding.

Chief Graven explained that the motor vehicle crash that occurred earlier today was intersection related and was not speed related.

Rocky Losli

Rocky spoke on his concerns with the (SDC Fees) System Development Charges and explained that he feels the SDC situation should be a "state of emergency." Rocky said he is aware that AKS Engineering and Forestry is conducting a study and he would like to form a group to discuss his concerns regarding the SDC's and make recommendations to City Council.

Cynthia Thompson – Yamhill County Transit Manager

Cynthia introduced herself and spoke on the city's Appendix G Transportation Policy Plan (TSP) Tentative Selected Plan being outdated by twenty years and in need of being updated.

4. PRESENTATIONS

Planning Commission

Ken Moore

Ken reported updates on the Planning Commission meeting explaining that the Planning Commission Public Hearing on DR 23-01, Application for a Design Review to construct a service station and convenience store on property located at 210 South Maple Street, Yamhill that was scheduled for April 5, 2023 was rescheduled to April 13, 2023 due to Walt Wendolowski being unavailable.

Ken provided information during discussion of the Planning Commission on economic development and conversation on forming an Economic Development Committee to include involvement by the Yamhill Downtown Association. Ken advised he has been speaking with Jenny Morrison and Kara Weber of the Yamhill Downtown Association and Robert Davis (YNA) Yamhill Neighborhood Association and they are interested in working with the Planning Commission on being a part of a committee.

Ken spoke about Chief Greg Graven's Project Initiative - 23 – C-1. The City of Yamhill Oregon as a designated Historic District.

Designating the Yamhill Planning Commission oversight to establish the City of Yamhill as a Historic District with City Council approval authorizing the City of Yamhill Planning Commission to be appointed authority to conduct research on the City of Yamhill Oregon as a designated Historic District. Ken advised he has been speaking with Robert Davis (YNA) Yamhill Neighborhood Association and they are interested in working with the Planning Commission on the project initiative.

has been conducting research on the subject and Ken Moore tasked Robert Davis YNA with continuing with the research and report back to the Planning Commission.

Ken spoke about the idea to have the Yamhill Downtown Association involved as non-profit organization as well as having volunteer's and members of the Oregon Main Street

Network with intentions of seeking out the availability of grants for economic development. Ken spoke with Kara Weber who will be speaking with people of interest. YNA Robert Davis will be involved and working with the Yamhill Downtown Association. Ken explained that in speaking with Kara Weber they have a vision to work towards with economic development.

Ken explained that he feels that the City of Yamhill needs a fulltime City Manager who has the authority and the background to help create a vision.

Mayor Potter introduced Ross Schultz as the Interim City Administrator and explained that Ross has been contracted by the city to hire a fulltime City Administrator.

Water Advisory Committee

Brian Jensen

Brian reported that on March 28, 2023 the Water Advisory Committee met with members of the Water Districts to discuss the water rates and general Water District concerns .

Brian said that the Water Advisory Committee does not have any recommendations regarding the water rates at this time due to having questions that they still need to have answers to. Brian reported that the Water Advisory Committee has submitted a few questions to Ross Schultz for clarification.

Brian reported he met with Jason Wofford and the committee members would like to meet with Tim Tice of Oregon Association of Water Utilities for clarification on some questions they have after reviewing Tim's water rate study that Tim presented prior to reporting back to City Council.

Brian advised that the Water Advisory Committee's next meeting will be on April 25, 2023 at 3:00 PM.

Mayor Potter inquired with Brian if representatives from the Water Districts had any concerns with the water rates. Brian advised that they have questions on the things that need to be fine-tuned prior to providing answers with better recommendations.

Jason Wofford advised the Kim provided Tim Tice with updated information with the new Kamstrup water meters that will allow more accurate numbers.

Yamhill Downtown Association

No representation.

(YNA) Yamhill Neighborhood Association

Robert Davis

Robert reported that YNA is hosting a training on Disaster Preparedness for "Mass Shooting" that is scheduled at the Yamhill Methodist Church 195 S. Laurel Street in Yamhill at 2:00 PM on April 22, 2023. Yamhill Police Officer AJ Miller will be presenting. Robert advised there will also be a presentation on Run Hide Fight.

Robert said that YNA is looking at scheduling a disaster medical class next month and will provide updates on the date and time when scheduled.

Robert requested to have information on the (CIP) Capital Improvement Plan placed on the city website to include what the CIP money is going towards with the job completion dates.

Robert requested to have the city schedule a business meeting to report on the status of the CIP.

Robert said he wanted to remind City Council that they needed to provide updates on the Housing Capacity Analysis inquiring if it has been completed and indicated that it should be.

Chief Graven later answered that city staff are currently working on Project Initiatives and will be providing those documents to provide the information and the answer to questions being presented.

5. UNFINISHED BUSINESS

Jason Wofford

Jason provided an update on the 3 Cross Valves project advising he met with John Christianson of AKS Engineering and Forestry regarding the 3 Cross Valves project that will be taking place on Hwy 240. Jason reported that the project start date will be in 2024 and he has included the project in the 2023-2024 budget. Jason explained his intentions in the project is to minimize the amount of user being without water during the project by providing isolation points replacements and back up in an effort to reduce the timeline of shutting off the water to users.

Jason provided an update on the (RFP) Request for Proposal on the Third Street Water Project. Jason said that the survey has been completed with rough numbers with engineering AKS Engineering and Forestry with a start date in December of 2023. Jason will be using AKS to start the project with the infrastructure. Jason will be putting the project out for bid and is including the project in the 2023-2024 budget at this time.

Ross Schultz

Ross introduced the budget calendar for the 2023-2024 budget process and provided the calendar timelines.

March 17, 2023	Budget rolled and beginning balance.
March 22, 2023	Post Notice for Budget Committee Meeting.
March 27, 2023	All Budget Numbers ready and entered.
April 3, 2023	Budget Committee No Numbers Meeting Post First Budget meeting Notice
April 5, 2023	Second Budget meeting notice Proposed Budget doc 90%
April 12, 2023	Council Mtg. Appoint Budget Officer Ross Schultz
April 14, 2023	Budget Document distributed to Budget Committee
April 19, 2023	First Budget Committee Meeting Budget Message Ross Schultz Proposed Budget Jason Wofford – Greg Graven Budget on line Hear the public Announce second meeting
April 26, 2023	Second Budget Committee Meeting – Tentative Hear the public

	Adopt set taxes
May 3, 2023	Approved Budget Ready
	Distribute to Council
	Available for review
	Posted on line
	Published with notice
May 10, 2023	City Council Meeting
	Public hearing for approved Budget
May 17, 2023	Resolutions ready for taxes, Appropriations etc.
June 14, 2023	City Council Adopt Budget
June 30, 2023	LB Forms Complete
July 10, 2023	File LB Forms

6. NEW BUSINESS

Appoint Ross Schultz as Budget Officer for the 2023-2024 budget.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
 Ayes: Askey, Corrigan, Echaury, Potter, and Hedin
 Nays: None

B. Back Up Generator for Reservoir – Jason Wofford
 Jason reported Public Works is working on getting a backup generator for the telemetry at the water treatment plant. Jason explained the Telemetry sends a signal and notification when it is activated. The purchase options are through GPeck.

C. 23-YPD-5 YPD Accreditation - Yamhill Police Department Accreditation – Greg Graven

Chief Graven reported that the Yamhill Police Department started a project initiative for Accreditation for his agency and will be working with the Oregon Accreditation Alliance for Accreditation of the Yamhill Police Department.

He appointed Corporal Travis Van Cleave and Officer AJ Miller with the project.

Chief Graven provided further details on what the accreditations process entails and the timelines of the project.

7. CONSENT AGENDA

Financial Statement to current

Ross Schultz requested approval of the contract as prepared in Executive session on April 12, 2023.

Roll Call: Motion introduced and amended by Kay Echaury second by Marci Hedin
 Ayes: Askey, Corrigan, Echaury, Potter, and Hedin
 Nays: None

Approval of Council Minutes

Regular Session- March 8, 2023

Roll Call: Motion introduced by Marci Hedin second by Shea Corrigan
Ayes: Askey, Corrigan, Echauri, Potter, and Hedin
Nays: None

City Council Special Meeting Water Study – March 20, 2023

Roll Call: Motion introduced by Marci Hedin second by Shea Corrigan
Ayes: Askey, Corrigan, Echauri, Potter, and Hedin
Nays: None

Water Advisory Committee – March 28, 2023

Roll Call: Motion introduced recognizing minutes by Kay Echauri second by Marci Hedin
Ayes: Askey, Corrigan, Echauri, Potter, and Hedin
Nays: None

8. DEPARTMENT REPORTS

Administration

A. Ross Schultz

Ross provided an updated report advising he has been splitting his time between budget and working on grants. Spoke with Shannon City of Carlton City Manager.

B. Police

Greg Graven

Chief Graven inquired if there were any questions regarding his monthly report. The City Council did not have any questions regarding the report. Ross Schultz stated he wanted to point out that Chief Graven worked 251 hours during the month of April and there was appreciation by council for the hours worked.

Chief Graven spoke about Henderson House with April being Sexual Assault Awareness Month and Juliette's House with April being Child Abuse Prevention Month.

Chief Graven advised that was the purpose of the pinwheels and ribbons that have been placed around the city and that he will be looking into teal color ribbons to place in recognition of Sexual Assault Awareness Month.

C. Public Works

Jason Wofford

Jason introduced Cynthia Thompson who is the Yamhill County Transit Manager and he spoke on the Transit Development plan advising the System Development was adopted

in 2018.

Jason and Cynthia addressed that there are requirements for the city to have a transportation system plan advising that Yamhill has been a part of the district since 2007. Cynthia stated that Ken Moore served on the Yamhill County Transit committee for several years. It was reported that the city's TSP plan is 20 years outdated and needs to be updated.

Operations

Jason reported he is generating a design with AKS Engineering and Forestry with a cost of about \$60,000.00 for the storm water issues on Main Street and Cedar Street. Jason reported that he will be working the project into the 2023-2024 budget.

Jason and Kyla Adams provided a report that the water treatment plant is currently Producing 420 gallons per minute with the Affluent at 200,000 gallons a minute.

Jason reported that the PLC is cleaned up as well as Ellie's Garden with the alarm issues now resolved.

Jason will be phasing in the Juniper Street and First Street project with up updated lines and the transition off of Hemlock Street. The offsite collection work boring and bursting from Hemlock Street to Beulah Park starting within the next two weeks.

Jason has been working on bids for security cameras at Beulah Park with a bid from DND Electrical Contractors.

Jason reported that Tim Tice of Oregon Association of Water Utilities and staff including Ross Schultz had a meeting yesterday to further discuss the water rate to study.

Jason has been getting Beulah Park ready for events taking place for the Easter weeken.

Jason provide a recommendation to City Council to have the SDC's System Development Charges to go up 3% which is currently at 16.5.

Kim Steele provided input that the SDC have already increased on January 1, 2023.

Chief Greg Graven provide input regarding Project Initiative 23 – C-3 Update Current City of Yamhill Master Fee Schedule that he completed on January 26, 2023 has been with city legal and he hasn't heard anything back from them. Chief Graven advised he will be presenting this project initiative to City Council at the May City Council Meeting.

Mayor Yvette Potter inquired with Public Works regarding the rain water system. Jason Wofford and Kyla Adams reported that the rain water currently has 500,000 gallons of Influent and is holding good discharging well. They explained that the process for collecting storm water into a catch system is expensive and they are looking for cost effective solutions.

Jason reported that he is looking to budget for lab upgrade for 2023-2024 budget year. Jason said he met with the assessors for bingo hall and concessions stands at Beulah Park and reports that the structures are in need of replacement due to degradation. Jason advised that the budget for the Parks Master Plan is currently at \$450,000.00 and he is looking at grants for matching funds.

Jason had one last ask for City Council to support Jason and community club for flagpole Replacement at a cost of \$3,000.00. Ross Schultz advised there is currently funding Available and the project can move completed.

D. Mayor Comments

Mayor Yvette Potter

Mayor Potter reported that the Planning Commission is taking "leaps and bounds" recommending a direct line of communication with Planning Commission and City Council. Mayor Potter appointed Counselor Shea Corrigan to be representative for council to attend the Planning Committee meetings. All were in agreement and Councilor Corrigan accepted the appointment.

9. **INFORMATION/ANNOUNCEMENTS**

Mayor Potter addressed the information and announcements below.

- A. First Friday Council Meet and Greet – April 7, 2023, 4:30pm – Council President & Councilor Hedin
- B. Next City Council Meeting – April 12, 2023, 7pm
- C. Next Planning Commission Meeting – March 22, 2023, 7pm
- D. Next Water Advisory Committee Meeting – March 28, 2023, 3pm

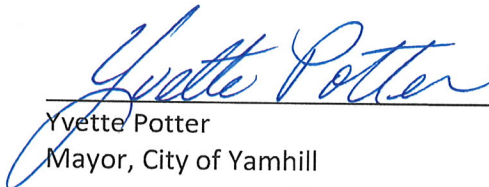
Budget Meeting April 19, 2023 at 5:30 PM

10. **ADJOURNMENT**

Motion to adjourn by Council President Kay Echauri.

Meeting adjourned at 8:35 PM

Respectfully submitted,


Yvette Potter
Mayor, City of Yamhill

greg.graven

Digitally signed by: greg.graven
DN: CN = greg.graven
Date: 2023.04.13 16:52:01 -
07'00'

ATTEST:

Greg Graven, Interim City Administrator/Chief of Police
Interim City Recorder

Council Meeting – Wednesday, May 10th, 2023

6. Public Hearings

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Yamhill City Council will be held on May 10th, at 6:30 p.m. in person or via Zoom teleconference. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Yamhill Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 205 S. Maple Street, Yamhill, Oregon, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Thursday. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is consistent with the basis of accounting used during the preceding year. Major changes, if any, and their effect on the budget are explained below. Public testimony, public comment via email, telephone or letter will be accepted for opportunity to comment on the proposed 2023-2024 budget.

Contact: Ross Schultz

Telephone: 503-662-3511 Email: R.Schultz@cityofyamhill.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2021-2022	Adopted Budget 2022-2023	Approved Budget Next Year 2023-2024
Beginning Fund Balance/Net Working capital	3,017,182	3,516,842	3,214,315
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,218,890	1,713,856	2,148,108
Federal, State and All Other Grants, Gifts, Allocations and Donations	561,422	308,400	211,500
Revenue from Bonds and Other Debt	216,150	-	5,500
Interfund Transfers / Internal Service Reimbursements	241,557	227,831	272,911
All Other Resources Except Current Year Property Taxes	90,373	18,785	58,139
Current Year Property Taxes Estimated to be Received	350,774	340,766	470,113
Total Resources	5,696,348	6,126,480	6,380,585

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	1,267,490	1,206,491	1,233,780
Materials and Services	545,744	880,181	951,104
Capital Outlay	173,740	1,134,883	1,031,900
Debt Service	269,681	328,453	328,453
Interfund Transfers	240,800	227,831	248,000
Contingencies	1,636,268	2,169,479	2,406,464
Other Requirements	-	-	-
Unappropriated Ending Balance and Reserved for Future Expenditure	1,905,426	179,162	180,884
Total Requirements	6,039,150	6,126,480	6,380,585

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
GENERAL FUND ADMINISTRATION			
FTE	190,485	364,809	377,968
POLICE DEPARTMENT			
FTE	3.0	3.0	3.0
PUBLIC WORKS DEPARTMENT			
FTE	328,969	470,482	431,459
Non-Departmental / Non-Program/Capital Improv/SDC Funds			
FTE	3.0	3.0	3.0
FTE	345,713	390,211	416,610
FTE	4.0	4.0	4.0
Total Requirements	6,830	-	-
Total FTE	871,997	1,225,502	1,226,037
	10.0	10.0	10.0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

A Safe Drinking Water Revolving Loan has increased the Revenue in the Public Works, Water Depreciation Fund by \$2,920,543 and reflects in the overall increase in the 2019/2020 and 2020/2021 Budget from previous Fiscal Years. The expense for the Revolving Loan will reflect in the Water Debt Service Fund in the 2021/2022 Budget.

PROPERTY TAX LEVIES			
Permanent Rate Levy (rate limit \$3.7389 per \$1,000)	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Local Option Levy	3.7389	3.7389	3.7389
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	3,474,240	-
Other Bonds	-	-
Other Borrowings	-	-
Total	3,474,240	-

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.



City of Yamhill

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CITY OF YAMHILL NOTICE OF STATE REVENUE SHARING POSSIBLE USE HEARING

A public hearing will be held before the City of Yamhill City Council, Wednesday May 10th at 6:30 PM in the City Hall Council Chambers, 205 S. Maple Street, Yamhill, Oregon and via Zoom for consideration of the possible use of State Revenue Sharing funds. Any resident may appear in-person or via Zoom and an opportunity will be given to comment on the 2023-24 possible use of State Revenue Sharing funds.

The notice to the meeting will be provided on the City's website www.cityofyamhill.org

Please use the below link to join the webinar;

https://us02web.zoom.us/j/85642433997?pwd=e_2Du8NG2P75Z-9t5bkgc2PxVUBU1.1

Passcode=: 156375

Please use one of the following phone numbers:

(253) 215-8782 or (346) 248-7799

Webinar ID: 856 4243 3997

Passcode: 156375

Ross Schultz

Interim City Administrator

Council Meeting – Wednesday, May 10th, 2023

7. Unfinished Business



City of Yamhill

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Project Authorization

Date

May 1, 2023

Project Name – Cedar Street Storm/ Rehab Project

Project Description – This project will involve replacing all manhole Covers on Ccedar street to stop I & I and save capacity on our sewer treatment system.

Project Manager – Jason Wofford Public Works Facility Manager

Project Justification –

Jason, Cedar St Storm is a know issue that has been on the City's project list for many years. Having Lawson nearby for other work, gives the City value in reduced cost for completing the work. If the City has the budget for this work, I recommend we move forward. Please confirm you want us to proceed.

Regards,

John P. Christiansen, PE, CWRE - Principal
AKS ENGINEERING & FORESTRY, LLC

P: 503.563.6151 Ext. 247 | C: 541-231-3242 | F: 503.563.6152 | www.aks-eng.com | johnc@aks-eng.com

Project Financials – (Bid from Lawson Corp. attached)

Laswson Bid	\$57,613
Contingency 10%	<u>5,700</u>
Total	\$63,313

Project to be sole sourced due to contractor is mobilized in the area for other new home construction and will save us money. Engineers estimate is \$70,000.

Project Fund availability -

From the City Engineer-

Jason called me this morning about using SDC funds for this Cedar Street Storm Improvement Project. The answer is a bit complex but I'll try to talk through it here.

- The Stormwater Capital Improvement Plan (CIP) does not include work on Cedar Street.



City of Yamhill

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- The Transportation CIP includes full reconstruction of S Cedar from 3rd to HWY 240 (CIP T-03). This project included installing the storm main in Cedar because you can't rebuild the road without the storm infrastructure. CIP T-03 is listed as 80% SDC Eligible.

My conclusion is 80% of the Cedar Street Storm Improvement can be paid by the Transportation/Street SDC fund. Whether or not we move money from the Storm SDCs to reimburse is a legal question.

Regards,

John P. Christiansen, PE, CWRE - Principal

AKS ENGINEERING & FORESTRY, LLC

P: 503.563.6151 Ext. 247 | C: 541-231-3242 | F: 503.563.6152 | www.aks-eng.com | johnnc@aks-eng.com

Fund Distribution -

Total	\$63,313	SDC	80%	\$50,650
Storm SDC Fund		30%		15,195
Sewer SDC Fund		70%		35,455
Sewer Ops				<u>12,663</u>
Total				\$63,313

Authorization

Authorization

ESTIMATE

**LAWSON CORP.
EXCAVATION**

Lawson Corp

230 S Park St
Carlton, Oregon 97111

Contact: Matt Pittam
Email: mpittam@lawson-corp.com
Phone: (503) 852-0035

Quote To: Jason Wofford Facilities Manager 450
Address: S Maple St

Job Name: Storm Install - S Cedar
Address: Street
Yamhill, Or 97148

Phone: Yamhill, Or 97148
(503) 662-4344

Date of Plans: N/A
Bid Date: 4/13/2023

Email: j.wofford@cityofyamhill.org

Version: 1

CCB# 216882

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	12" Storm Main (5-8 ft depth)	267.00	LF	115.50	30,838.50
20	10" Catch Basin Lead	50.00	LF	104.50	5,225.00
30	48" Flatop Manhole	1.00	EA	7,150.00	7,150.00
40	Area Drain	2.00	EA	3,300.00	6,600.00
50	Trench Patch (4" AC)	1300.00	SF	6.00	7,800.00
GRAND TOTAL					57,613.50

NOTES:

Assume SD MH#14 is cored at precast
Assumes finalized plan/profile to be provided

Exclusions:**Permits**

Layout/Survey

Night Work/OT

Restricted work hours (Less than 8 hrs / day)

Landscaping

Contaminated material / Over-Ex

Concrete

Page 1 of 1

10% Const. 5700

Council Meeting – Wednesday, May 10th, 2023

8. New Business

Kimberly Steele

From: Jadeon Roberts-Maxfield <jadeonrm@gmail.com>
Sent: Thursday, April 27, 2023 7:38 PM
To: Yvette Potter; City of Yamhill Info; Tim Askey; Marci Hedin; Shea Corrigan
Subject: Letter of Support Request for Grant

External (jadeonrm@gmail.com)

[Report This Email](#) [FAQ](#) [Protection by INKY](#)

Hello Yamhill City Council,

My wife and I own the business building at 262 S. Maple St. and the adjacent lot that Scogging's Coffee is on. We're reaching out to you and your organization for a letter of support that we would like to add to our "Diamonds in the Rough" grant application. The grant is a matching, dollar for dollar grant that is for restoring the building facade to the original historical design of the building and town.

Our goal and intent is to restore the building in preparation of opening a thriving local business in Yamhill. We would greatly appreciate your support, as it aids with the grant application. The application deadline is May 8th.

If you choose to support our efforts, the letter of support does not need to be long. Just a short paragraph expressing your support for the rejuvenation of this building.

Please let me know if you have any questions and feel free to call or text me as well.

Thank you much,

Jadeon Maxfield
(541)613-7352

Council Meeting – Wednesday, May 10th, 2023

9. Department Reports

May 5th

Dear Council Members,

Prep for Approved Budget meeting on the 10th took some time... Thanks to Kim for her relationship with the paper to get the Ad in on Tuesday giving 8 days of Public notice.

Other projects under way.

- Grant program and getting grants going for the coming fiscal year
- - Reservoir
 - Lift Station
 - Merkley Grant
 - Water Conservation Program
- Review and completion of the Chief of Police Contract - We will meet on Wed. in exec session to review
- Work on a rework of our HR Manual
- Review of Water Rate Study
- Working with Public works on some equipment lease to reduce monthly expenses
- Working with City of Carlton on Hillsboro Water Intertie.

Administration

- It appears that Tiffany is done with here analysis of PERS and appropriate updates for prior years. Staff is recommending that Tiffany also review this year's PERS to insure we are solid to date.
-

Chief Graven -

City Hall

- Angie Fowler is continuing her training on Recorder Functions, hopefully relieving some training from Chief!
- Chief Graven shared the following Bills with me that are all outside of our budget, but within our contingency in the General Fund. There will be a supplemental budget at the June Meeting.

Total Contract and Attorney Fees: **\$51,294.85 Currently running about \$25,000 over Budget**

Acuity Forensics

February

\$5,000.00 retainer + \$2,615.50 = \$7,615.50

March

\$12,850.00

April \$10,637.25

Total: \$31,102.75

BEH Beery, Elsner & Hammond

February \$2,970.10

March \$5,555.50

April \$1,567.50

Total: \$5,093.10

Haugeberg, Rueter, Gowell, Fredricks & Higgins, P.C.

Total: \$15,099.00

Yamhill PD

- No Report from PD this week - Mainly worked on catching up with certifications and Budget work.

Jason Wofford -

Public Works

- Big Newson our 1.6 mg reservoir project... Please read below...

Good afternoon,

Thank you both, I'll get everything submitted up to FEMA right away.

Shannon



Shannon Bryers

Mitigation Program Representative

Oregon Office of Emergency Management

Office (503) 934-0899

Cell (503) 798-3315

shannon.bryers@oem.oregon.gov

Next Council Meeting May 10th regular session at 6:30, exec session to be held at 5:30. I will be in the office most of the day...

Any questions, please give me a call.

Ross Schultz

Interim City Administrator - City of Yamhill

To: Yamhill City Council
From: Greg Graven
Subject: Police Statistics April 2023

Number of Calls:

Number of Calls/Activity:	284
Number of Case Reports:	15
Number of Arrests:	04
Number of Citations:	78
Number of Warnings:	196
Number of Circuit Court Citations:	07

Hours Worked:

Greg Graven	191
Travis Van Cleave	157
AJ Miller	136

Reserves:

Chris Livingston	87
------------------	----

Miles Driven:

Greg Graven	580
Travis Van Cleave	1065
AJ Miller	732

Reserves:

Chris Livingston	229
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Council Meeting – Wednesday, May 10th, 2023

10. Committee Reports



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY PLANNING COMMISSION MEETING April 05, 2023, 7:00 PM MINUTES

Regular Meeting – Planning Commission

1. **Call to Order** – Roll Call

Ken Moore called the meeting to order at 7:02 PM. Ken rescheduled the Public Hearing that was scheduled for tonight to Thursday 13, 2023 at 6:30 PM, due to conflict of a presenter.

Present In-Person: Lynden Carl, Jon Hodgkins, Ken Moore, Sue Richardson, and Shawn Freilingner.

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator/Interim City Recorder, Kim Steel City – Court Clerk/Interim Finance & Admin Service Director, Kyle Adams Public Works.

2. **Public Comment** -

- **Patty Pairan.**
Provided information on the impact of a four way stop sign or stop light at Hwy 47 and Hwy 240 and included an email from (ODOT) Oregon Department of Transportation referencing the amount of commercial traffic on Hwy 47.
- **Robert Davis (YNA) Yamhill Neighborhood Association.**
Conversation on economic development and bring growth to the city.
- **Sherry Wilson.**
Different organization concerns of lack of communication between groups. Feels different groups are segregated. Committees isolated. Concerns of expanding the (UGB) Urban Growth Boundary without upgrades to water, sewer infrastructure.
- **Rocky Losli.**
Recommendation to have Department Heads reporting to the Planning Commission on projects and timelines.
A request of posting to the city website for volunteers to establish an “ad-hock” group. Complimented the Planning Commission for their collaboration.

3. **New Business -**

Ken Moore discussed rescheduling the Public Hearing on DR 23-01, Application for a Design Review to construct a service station and convenience store on property located at 210 South Maple Street, Yamhill that was scheduled for tonight to Thursday 13, 2023 at 6:30 PM, due to conflict of a presenter.

Roll Call: Motion introduced by Lyden Carl second by Sue Richardson.

Ayes: Lynden Carl, Jon Hodgkins, Ken Moore, Sue Richardson, and Shawn Freilinger

Nays: None

The motion carried.

Ken Moore.

Conversation on forming an Economic Development Committee.

Robert Davis Yamhill Neighborhood Association provided input.

Jenny Morrison Yamhill Downtown Association provided input.

Patty Pairan provided input.

Greg Graven.

Project Initiative - 23 – C-1. The City of Yamhill Oregon as a designated Historic District.

Designating the Yamhill Planning Commission oversite to establish the City of Yamhill as a Historic District with City Council approval authorizing the City of Yamhill Planning Commission to be appointed authority to conduct research on the City of Yamhill Oregon as a designated Historic District.

Robert Davis provided input that YNA has been conducting research on the subject and Ken Moore tasked Robert Davis YNA with continuing with the research and report back to the Planning Commission.

Ken discussed involving the Yamhill Neighborhood Association in the subject.

Ken requested to include having further discussion on Economic Development and Project Initiative- 23 – C-1 next meeting in April.

4. **Information/Announcements:**

A. Next Planning Commission Special Meeting Public Hearing April 13, 2023

B. Next Planning Meeting May 17, 2023

5. **Adjournment:**

Meeting adjourned at 8:03 PM

Respectfully Submitted:

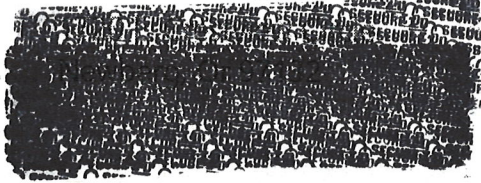
Greg Graven, Chief of Police/Interim City Administrator

Interim City Recorder

Council Meeting – Wednesday, May 10th, 2023

12. INFORMATION/ANNOUNCEMENTS

Terrence D. Mahr



April 21, 2023

Dear Mayor Yvette Potter, Council President Kay Echauri , Councilor Tim Askey,
Councilor Marci Hedin, and Councilor Shea Corrigan,

C/O: Municipal Court Administrator Kim Steele

Re: Resignation as Municipal Court Judge for City of Yarnhill

As the Municipal Judge for the City of Yarnhill, I have been honored and enjoyed working with the City. The staff has been excellent and very professional. I have had to withdraw from the Courts that I serve as judge for health reasons.

I certainly appreciate Lori Coukolis being willing to step into this position. The City will be well served with an experienced judge.

Please accept my resignation. I will miss working with your staff. The Court Administrator Kim Steele is very knowledgeable in the court procedures as well the law in this area. She is able to properly manage the business of the Court as well as the State requirements. She has great skills in her interaction with the public and your citizens when dealing with what is often not a pleasant situation for them. She is always concerned about what is fair and when appropriate how she can help solve problems for them. She always follows thru with the cases and keeps us all on track.

The Court is fortunate in having Christine Amiel as the Court interpreter. She serves in a number of courts. Her skills and experience are invaluable. I really enjoyed working with her and her late husband George.

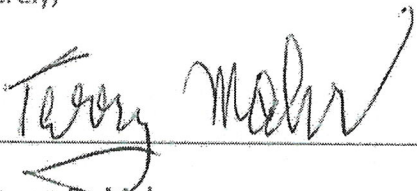
Your Police Department is such an asset to the community. Chief Graven has been remarkable in his guidance of the department. I rely on him when I have questions. He certainly sets and achieves high standards for the police department. He is constantly seeking ways to improve the department which makes the department outstanding. He has a genuine interest in the community.

His police officers are reliable in every sense of the word. They present their cases well. Their interaction with public reflects well upon the department and the City. With very few exceptions, the citizens feel that they have been treated fairly and given the benefit of any doubt. I have never seen a situation when it has been otherwise. This local police department really helps maintain the City's livability and atmosphere that makes the community a nice place to live.

I am sure there will be many challenges in the future as the area is discovered by more and more people. I am also sure that your staff and Police Department will be able to meet those challenges.

Thanks again for allowing me to serve. I certainly appreciate the people who are willing to take their private time to volunteer for the important positions of Mayor and City Council. Your efforts really support the City of Yamhill in retaining the great, friendly, and rural life style that is so wonderful.

Sincerely,



Terrence D. Mahr



YOU ARE INVITED TO CARLTON FARMS

Please join us for lunch!

June 23rd, 2023 12-2:30 p.m.

**Carlton Farms
10600 NW Westside Rd
Carlton, OR 97111**

We are very grateful for our community and the leaders that serve us and would like to welcome you to our facility. We consider it a privilege to operate in our community and would like to show you what we do every day. We hope you can join us for lunch to say thank you.

for questions or concerns please email

communityleadershipevent@carltonfarms.com