

City of Yamhill

A small taste of Oregon

Council Meeting Packet

January 14, 2026,
6:30 p.m.



CITY COUNCIL MEETING MINUTES

I. CALL TO ORDER Mayor Corrigan called the meeting to order at 6:34 p.m.

ROLL CALL

Present, In-Person: Mayor Shea Corrigan
Councilors: Tim Askey, Chris Featherston, Patty Pairan

Staff Present, In-Person:

Jason Wofford, Public Works Facilities Manager; Angie Fowler, City Recorder

II. FLAG SALUTE The mayor led the Pledge of Allegiance.

III. PUBLIC COMMENT Public Comment was received by:
Rocky Losli, Yamhill, OR

IV. AGENDA UPDATES OR ADDITIONS There were no updates to the agenda

V. CONSENT AGENDA

A) Minutes 11-12-25 Council Meeting

A MOTION TO ACCEPT THE CONSENT AGENDA

ROLL CALL: Motion introduced by Councilor Featherston and seconded by Councilor Askey

Ayes (4): Corrigan, Askey, Featherston, Pairan

Nays (0): None

The motion carried.



**VI. DEPARTMENT
REPORTS**

A) Administration

Interim City Administrator Mayor Corrigan reported on his recent meeting with MWVCOG and the Federal Economic Development Administration regarding a grant of up to \$20 million to complete a tie line from our water treatment plant to our impound and then to Barney Reservoir. COG will be writing the grant for Yamhill. Additionally, they will be writing for a grant for a regional water solution that will include other cities in Yamhill County.

Additionally, he discussed with the council getting RFQs for Engineering and Insurance services so that they can compare pricing while reviewing contracts.

A MOTION THAT WE REQUEST RFPs FOR INSURANCE AND ENGINEERING FOR THE CITY OF YAMHILL, AND TO DIRECT THE CITY ADMINISTRATOR TO TAKE CARE OF THAT.

ROLL CALL: Motion introduced by Chris Featherston and seconded by Tim Askey

Ayes (4): Corrigan, Askey, Featherston, Pairan

Nays (0): None

The motion carried.

B) Police Department

The mayor presented the resignation letter from Corporal Van Cleave. All police statistics and police staff reports were included in the packet.

C) Public Works

Jason Wofford, Facilities Manager

**VII. COMMITTEE
REPORTS**

A) Planning Commission

Angela Fowler gave an update on the Planning Commission's work at their November meeting. Including the Order of Recommendation for the Lighting Ordinance, and a variance hearing being continued to December 15th.



B) Economic Development Committee

Mayor Corrigan gave an update on the Economic Development Committee's December meeting and their work toward historic designation, and their discussion about trees for downtown.

VIII. NEW BUSINESS

A) PC Order of Recommendation - Exterior Lighting Ordinance

The council discussed the changes to the Exterior Lighting Ordinance and was allowed to send questions to the City Recorder ahead of the hearing in January.

**IX. INFORMATION/
ANNOUNCEMENTS**

A) City Hall Closed for Christmas and New Year's Day

B) Parks Master Plan Survey is Live on Facebook and the website.

X. ADJOURNMENT

Councilor Pairan made a motion to adjourn that was seconded by councilor Askey.

The meeting adjourned at 7:25 p.m.

Signed,

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder



CITY COUNCIL MEETING MINUTES

I. CALL TO ORDER Mayor Corrigan called the meeting to order at 5:31 p.m.

ROLL CALL

Present, In-Person: Mayor Shea Corrigan

Councilors: Chris Featherston, Patty Pairan

Present, Virtually: Councilors: Tim Askey, Kim Kind,

Staff Present, In-Person: Angie Fowler, City Recorder

Staff Present, Virtually: Jason Wofford, Public Works Facilities Manager;

II. FLAG SALUTE The mayor led the Pledge of Allegiance.

III. PUBLIC COMMENT Public Comment was received by:
Rocky Losli, Yamhill, OR
Bob Davis, YNA, Yamhill, OR

IV. AGENDA UPDATES OR ADDITIONS There were no updates to the agenda

V. NEW BUSINESS

A) Consider Recommendation of N. Olive St. Water Main Bid/Contract

A MOTION TO ACCEPT THE CONTRACT FOR PACIFIC EXCAVATION
INCORPORATED \$204,430 FOR THE NORTH OLIVE ST. PROJECT.

ROLL CALL: Motion introduced by Councilor Featherston and seconded
by Kim Kind

Ayes (5): Corrigan, Askey, Kind, Featherston, Pairan

Nays (0): None



The motion carried.

- B) Consider Negotiation to Perform Additional Water Main Project on Dahlia

A MOTION TO PERMIT AKS AND PUBLIC WORKS TO NEGOTIATE POTENTIAL ADDITIONAL WATER MAIN WORK ON DAHLIA.

ROLL CALL: Motion introduced by Councilor Askey and seconded by Councilor Featherston

Ayes (5): Corrigan, Askey, Kind, Featherston, Pairan

Nays (0): None

IX. ADJOURNMENT

A motion to adjourn the meeting was made by Councilor Featherston and seconded by Councilor Pairan.

The meeting adjourned at 6:00 p.m.

Signed,

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder



City of Yamhill
A small taste of Oregon

City of Yamhill
OATH OF OFFICE

I, Christopher Livingston, swear/affirm that I will faithfully support the constitution and laws of the United States of America; and, the State of Oregon; and, the Charter, ordinances, and resolutions of the City of Yamhill. And, I will perform the duties of Police Officer for the City of Yamhill to the best of my ability so long as I may continue in that capacity.

Christopher Livingston

State of Oregon

County of Yamhill

Subscribed and sworn/affirmed to before me this _____ day of _____, 2026

Angela Fowler
City Recorder



City of Yamhill

A small taste of Oregon

ORDINANCE NO. (O-544)

AN ORDINANCE AMENDING YAMHILL MUNICIPAL CODE, CREATING A NEW CHAPTER, 10.66 EXTERIOR LIGHTING STANDARDS; AND AMENDING CHAPTER 10.08 DEFINITIONS.

WHEREAS, the City seeks to amend the Yamhill Municipal Code by establishing new regulations for exterior lighting for commercial, public, and other non-residential uses; and,

WHEREAS, the planning commission initiated the proposed text amendment with concurrence of the city council; and,

WHEREAS, the planning commission held 3 public hearings on the proposed lighting standards; and

WHEREAS, the city council held three public hearings on the proposed ordinance.

NOW, THEREFORE, THE CITY OF YAMHILL ORDAINS AS FOLLOWS:

SECTION 1. Section 10.66 of the Yamhill Municipal Code is hereby created with language as per the attached Exhibit A.

SECTION 2. Chapter 10.08 Definitions to be amended to include the definitions listed in the Staff Report, Exhibit A.

SECTION 3. Codification. The City Recorder is hereby directed to codify this ordinance as a part of the Yamhill Municipal Code.

Signed:

First Reading: _____

Second Reading: _____

Shea Corrigan, Mayor

Date

Attest:

	<u>AYE</u>	<u>NAY</u>
Askey	_____	_____
Kind	_____	_____
Featherston	_____	_____
Pairan	_____	_____
Corrigan	_____	_____

Angie Fowler, City Recorder

Date

STAFF REPORT

TO: Yamhill City Council

FROM: Walt Wendolowski, Contract Planner

SUBJECT: Planning File DCA 24-03 – Yamhill Development Code Amendment
Exterior Lighting Regulations

DATE: January 7, 2026

I. BACKGROUND

- A. APPLICANT: City of Yamhill.
- B. PROPERTY LOCATION: The application affects all nonresidential property and uses in the City.
- C. REQUEST: The City seeks to amend Title 10 of the Yamhill Municipal Code by establishing new regulations for exterior lighting for commercial, public, and other non-residential uses. Exhibit “A” includes the specific language.
- D. DECISION CRITERIA: Yamhill Development Code; Section 10.132.060 to Section 10.320.100.

II. APPLICATION SUMMARY

- A. The Planning Commission conducted several work sessions and public hearings regarding the amendments, eventually recommending the City Council adopt exterior lighting regulations. The City Council conducted their second reading of the proposed amendments in September 2025, during which they voted to remand the material to the Planning Commission for further consideration.
- B. To address Council concerns, staff prepared revised language for the Commission’s consideration. The Commission reviewed the revisions at their October 28 work session, directing staff to return with final amended language for the next available public hearing (November 17, 2025).
- C. The regulations will create a new chapter - Chapter 10.66 Exterior Lighting Standards. Exhibit “A” includes the proposed Commission’s language for the City Council’s consideration. For the record, the City submitted similar language to the Department of Land Conservation and Development (DLCD) for their review, and as of the date of this report, the DLCD did not submit comments.
- D. The following reviews each section of the document and includes updated revisions.

- (A) Purpose. The purpose statement covers the concerns outlined by the Commission during numerous work sessions. The regulations clearly focuses on exterior lighting for commercial and public property. The regulations do not impact residential properties or uses.
- (B) Guiding Principles. This section “backs-up” the purpose statement by providing guidelines that established this Chapter. These are not criteria but provide a basis for why the City chooses to adopt the lighting standards.
- (C) Definitions. This is the definition section, and the amendments would also place these definitions in Chapter 10.08 (Definitions). For the record, the effective date of the regulations is now *within 6 months of the date of final adoption*. Revisions eliminated the definition for street lighting since regulations no longer apply to streetlights.
- (D) Applicability. Unless otherwise exempted, the standards in this Chapter are applicable only to commercial activities and publicly owned buildings and facilities. Development is also subject to building permit requirements and other applicable provisions in Title 10.
- (E) General Requirements. This section includes requirements for all lighting:
 - (1) Fully Shielded. Requires fully shielded light fixtures and installed to prevent light trespass and glare.
 - (2) Maximum Brightness. This item limits the brightness for any one lamp to 1,500 lumens.
 - (3) Canopy & Eave Lighting. These regulations pertain to lighting canopies and eaves, such as for a gas station. The provisions require recessed or shielded lights, prohibits the lighting of canopy fascias.
 - (4) Exterior Display. These regulations pertain to lighting for outdoor display/sales areas. Regulations limits lights to a height of 20-feet and must be designed to reduce glare and light trespass. Further, this type of lighting must be off after business hours.
 - (5) Parking Lot Lighting. Parking lot lighting shall be downcast, fully shielded, with strict limits on light trespass. *Note: these same provisions will now apply to all parking lots per changes to section 10.52 [see item (K) below]*.
 - (6) Lighting Curfew. This section places a curfew on business lighting: when the business closes, the exterior lights go out. The language allows for an additional hour of time to open and/or close a business. These regulations do not apply to 24-hour operations or provisions for security lighting.
 - (7) Security Lighting. Security lights need not be motion activated. Existing building lights may double as security lights if they meet all provisions in this subsection. Regulations permit placement of security lighting along fence lines.

- (8) Color. The Correlated Color Temperature (CCT) shall not exceed 3,000 Kelvins.
- (9) Publicly Owned Lighting. Publicly owned lighting must conform to the requirements for businesses. Again, this Section excludes local public streets.
- (F) Signage. Proposed language allows direct or indirect illumination, provided the lighting does not impact adjacent property.
- (G) Prohibitions. Provisions prohibit the use of lasers, searchlights, upward pointing lights, blinking/flashing lights, and external neon lights. This prohibition extends to lights located within a building, and visible from a public street, which may create glare or similar impacts. Building trim may include neon lighting.
- (H) Exemptions. Existing lights are exempt but must eventually conform. This section includes provisions on string lights. Decorative lighting and lighting for special events is exempt, as are lighting the U.S. flag, athletic fields (with limits), temporary lighting, lighting needed for emergencies, and landscaping. *This Section no longer regulates holiday lights*.
- (I) Existing Nonconforming Lighting. Existing outdoor light fixtures are exempt but must conform within a certain time. Conformance also applies to replacement lights, and the City may place these requirements as a condition of approval. The effective date definition now applies.
- (J) Lighting Plan Required. Finally, development, including building permits, will require a lighting plan.
- (K) Other Changes. The language includes three additional items:
 - (1) Chapter 10.08 will also include all definitions in Chapter 10.66.
 - (2) Section 10.52.070(F) contains the following language regarding parking lot lighting:

(F) Lighting. Any light used to illuminate a parking or loading area shall be so arranged as to be directed entirely onto the loading or parking area, shall be deflected away from any residential use, and shall not cast a glare or reflection onto moving vehicles on public right-of-way.

The Commission recommended the parking lot lighting requirements in Chapter 10.66 should apply throughout the City. Chapter 10.66 includes measurable standards and having one standard ensures consistency.

- (3) Section 10.64.110(C) amended to eliminate the reference to festoon lighting as a prohibitive type of lighting (now permitted per Chapter 10.66).

III. FINDINGS

- A. Section 10.132.060 notes that any amendment to the text shall be initiated by the governing body or by the Planning Commission by ordinance. Consistent with this requirement, the Commission initiated the proposed text amendment with concurrence of the City Council.
- B. Section 10.132.070 states the Planning Commission shall conduct a public hearing for a proposed Comprehensive Plan amendment and shall submit a recommendation to the City Council. The City Council shall then conduct a public hearing on the proposed Comprehensive Plan amendment. If the decision of the Council is contrary to the Planning Commission's decision, the Council shall refer the proposal back to the Planning Commission for further review. The Planning Commission and Council must make written findings of its decision, and if the Council approves the amendment, such action shall be confirmed by resolution.

FINDINGS: The amendment will follow the above noted procedure. The Council referred the matter to the Commission for further consideration. The purpose of the hearing is to review the revised material created by the Planning Commission along with their recommendation to the City Council.

- C. Section 10.132.080 outlines the application procedures, noting it must be filed in accordance with the provisions of Chapter 10.128 of this title.

FINDINGS: The amendment application complies with the above noted requirements.

- D. Section 10.132.090 identifies the required findings (i.e., decision criteria) to support a proposed amendment. The Planning Commission and City Council shall analyze the following points and, in a written form, incorporate such findings in its decision:

1. 10.132.090(A) - That there is a public need for a Comprehensive Plan amendment.

FINDINGS: The Commission recognized the potential impact of unrestricted lighting and therefore determined that establishing a consistent set of regulations to be beneficial to the community.

2. 10.132.090(B) - That there was an error in the original Comprehensive Plan.

FINDINGS: In this case, the Commission, through several public work

sessions and hearings, identified potential impacts of unrestricted lighting due to a lack of consistent regulations.

3. 10.132.090(C) - That there is a need to change the currently adopted Comprehensive Plan.

FINDINGS: As noted, a change in the Code is necessary to address the identified need.

4. 10.132.090(D) - That there is an inadequacy of other comparatively planned and/or zoned land currently available to satisfy the public need.

FINDINGS: This subsection does not apply as the proposal does not alter existing land use zoning.

5. 10.132.090(E) - That the property proposed to be changed is the best property available for the Comprehensive Plan amendment.

FINDINGS: This subsection does not apply as the proposal does not alter existing zoning.

6. 10.132.090(F) - That the proposed Comprehensive Plan amendment is in conformance with all statewide goals, and any applicable street, highway, and/or utility plans for the area.

FINDINGS: The proposed exterior lighting regulations address specific design and aesthetic concerns of the City and do not conflict with the statewide land use goals.

7. 10.132.090(G) - That the proposed property is adequate in size and shape to facilitate those uses allowed in the proposed zone upon adoption of the Comprehensive Plan amendment.

FINDINGS: This subsection does not apply as the proposal addresses changes to exterior lighting regulations and does not change allowed uses within the underlying zones.

8. 10.132.090(H) - That the proposed property is properly related to streets and highways to adequately serve the type of traffic that will be generated by the uses in the proposed zone upon adoption of the Comprehensive Plan amendment.

FINDINGS: This subsection does not apply as the proposal does not change allowed uses within the underlying zones and therefore associated traffic impacts. However, the restriction of certain types of lighting (e.g., strobe lights, glare producing lights) will likely improve traffic safety.

9. 10.132.090(I) - That the proposed Comprehensive Plan amendment will have no adverse effect on abutting property or the permitted uses thereof.

FINDINGS: The Commission considered potential impact of exterior lighting for commercial uses, and the proposed regulations include provisions to regulate brightness, hours of operation, and similar limitations.

- E. Section 10.132.100 notes the amendments shall be effective upon the passage of the ordinance by the City Council changing the Plan. This is a procedural matter that applies if the Council approves the changes.
- F. The City determined the establishment of a consistent set of regulations for exterior lighting to be beneficial to the community. The language sets limits as to brightness, hours of operation, and limiting impacts on adjacent property.

IV. RECOMMENDATION

The Planning Commission finds the proposal complies with the identified criteria and recommends the City Council approve the proposed Development Code amendments contained in Exhibit "A."

V. CITY COUNCIL ACTION

- A. The City Council has the following options:
 1. Accept the Planning Commission recommendation, approving the proposed amendments, and adopting findings contained in the staff report; or
 2. Accept the Planning Commission recommendation, approving the proposed amendments, and adopting modified findings and/or amending language; or
 3. Reject the Planning Commission recommendation, establishing findings as to why the application fails to comply with the decision criteria; or
 4. Continue the hearing to a date and time certain to receive additional information or testimony; or
 5. Remand the matter to the Planning Commission identifying revisions for the Commission to consider.
- B. If the City Council decides, staff will prepare the appropriate document for the Mayor's signature based on that decision.

Exhibit A

10.66 Exterior Lighting Standards

- (A) Purpose. The purpose of these lighting standards are to conserve energy to the greatest extent possible; promoting traffic and pedestrian safety; minimizing glare, light trespass, obtrusive lighting, and light pollution; and preserving the dark sky of the natural nighttime environment.
- (B) Guiding Principles. The standards in this Chapter are based on the following guiding principles and are not mandatory approval criteria:
- (1) Useful. Only use light when needed. All light should have a clear purpose, with consideration about how light will impact neighbors, wildlife, and their habitats.
 - (2) Targeted. Target light fixtures so that light falls only where required. Shielding and careful aiming of the light beam to target its direction downward should be employed to prevent spill beyond immediate lighting needs.
 - (3) Low Level. Lights should be no brighter than necessary, using the lowest light level possible. Consider reflective surfaces that will amplify light and direct light into the sky or neighboring properties.
 - (4) Controlled. Provide lighting only when needed. Controls such as timers or motion detectors should be employed to ensure that light is available when needed, dimmed when possible, and turned off when not needed.
 - (5) Color. Prefer the use of warmer color lights where possible.
- (C) Definitions.
- ANSI**. American National Standards Institute.
- Bulb**. The component of the fixture that produces light.
- Canopy**. A covered structure open to the elements, with at least one side open for pedestrian and/or vehicular access.
- Correlated Color Temperature (CCT)**. A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in kelvins (K).
- Dark Skies Lighting Standards**. The provisions of this Chapter 10.66.
- Downcast**. Directing the light only down toward the ground and in which the fixture shield is parallel with the level ground (see Figure 1).
- Effective Date**. Within six months from the date of final adoption of this Chapter.
- Fixture**. The complete lighting assembly that houses the lamp or lamps together with everything required to control and distribute the light output. The terms "fixture" and "luminaire" are interchangeable.
- Foot-candle**. A measurement of light intensity. One foot-candle has sufficient light to saturate a surface having an area of one square foot with one lumen of light.
- Fully shielded**. A light fixture that allows no direct emission of light above a horizontal plane passing through the lowest light-emitting part of the light fixture (see Figure 1).

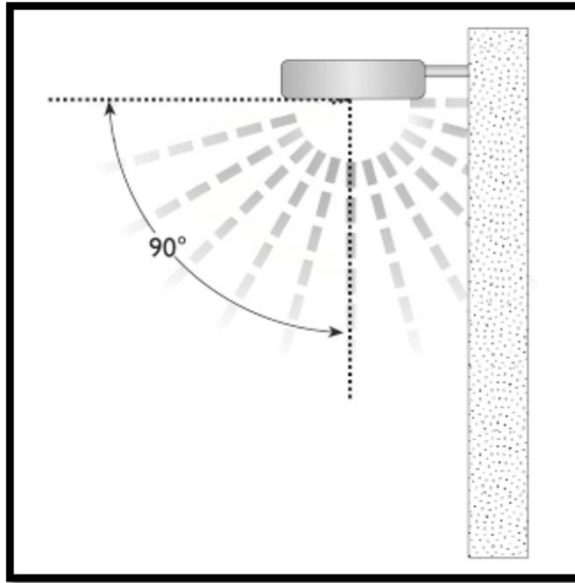


Figure 1.

Glare. Stray unshielded light in the field of view that is brighter than the level to which the eyes are adapted and may result in: (a) nuisance or annoyance such as light shining into a window; (b) discomfort causing squinting of the eyes; (c) disabling vision by reducing the ability of the eyes to see into shadows; and (d) reduced visual acuity.

IES. Illuminating Engineering Society.

Illuminance. Describes the amount of light falling onto or illuminating a given surface.

Kelvin. A measurement unit (abbreviated "K") used to describe the correlated color temperature of a light source. This specification gives a description of the "warmth" or "coolness" of a light source. typically ranges from 2,000K (warm) to 5,000K (cool).

Lamp. The specific component of a light fixture that emits light.

Laser Source. Any lamp that employs light amplification by stimulating emission of radiation to produce highly monochromatic and coherent light.

Light Trespass. Light trespass means light emitted by a light fixture that shines beyond the boundaries of the property on which the fixture is located.

Light Fixture. A device that includes the lamp, the ballast or driver, internal wiring, reflectors, lens, and any additional components required to deliver light. It does not include the pole or other mounting surface.

Low Lumen. Describes a light fixture whose total light output does not exceed 300 lumens.

Lumen: The International System of Units (SI) measure of luminous flux equal to the amount of light emitted per second into a unit solid angle of one steradian from a uniform source of one candela. the international unit of measurement is used to quantify the amount of light produced by a lamp or emitted from a fixture. For the purposes of this code, measurements in lumens shall refer to "initial lamp lumens" as rated by the manufacturer when the lamp is new, as listed on the packaging.

Luminance: The amount of light that passes through, emitted, or reflected from a

particular area, and that falls within a given solid angle.

Motion Sensor. A device that detects physical movement within the sensor's local environment, activates a light, and uses a timer to turn off the light.

Net acre. The portion of any property that is developed with structures and/or hardscape. The net acreage of a property is the gross acreage of that parcel less any acres that are considered undeveloped.

Outdoor Lighting. Temporary or permanent lighting equipment installed outside the building envelope, whether attached to poles, building structures, the earth, or any other location. For this Chapter, indoor fixtures that are intended to light something outdoors are considered outdoor lighting.

Replacement. The installation of a new lighting fixture or luminaire in place of a pre-existing fixture. Replacement does not mean the changing of light bulbs or lamps with same or lower output. All replacements must comply or continue to comply with this chapter.

Seasonal Lighting. means temporary lighting installed and operated in connection with holidays, traditions, or local festivals.

Searchlight. An apparatus that combines an extremely bright source with a mirrored parabolic reflector to project a powerful beam of light of approximately parallel rays in a particular direction, constructed so that it can be swiveled, and often used to draw the attention of the public to a place or event.

String Lights. Electric lights on a wire, string, or cable and used as decoration or for outdoor lighting.

Temporary Lighting. Lighting intended for uses which by their nature are of limited duration, such as civic events or construction projects.

Uplighting. Any lighting directed in such a manner as to shine light above the horizontal plane.

- (D) Applicability. The lighting standards in this Chapter are applicable to lighting for commercial uses and activities and publicly owned and operated buildings and facilities. Existing nonconforming lighting must conform to the requirements in subsection (I). These standards are in addition to applicable provisions of the Building Code and Electrical Code, and other provisions of Title 10 including Chapter 10.64 (Signs).
- (E) General Requirements. All non-exempt outdoor lighting fixtures shall meet the following requirements:
 - (1) Fully Shielded. Unless subject to an exception, all light fixtures shall be fully shielded and otherwise designed and installed to prevent light trespass and glare. Uplighting is prohibited.
 - (2) Maximum Brightness. The maximum lumens of any lamp shall not exceed 1,500 lumens.
 - (3) Canopy and Eave Lighting. Lighting levels under eaves and canopies shall be adequate to facilitate the activities taking place in such locations.
 - (a) Lighting fixtures mounted on canopies and/or eaves shall be designed, constructed, or installed so the lens cover is recessed from

- the bottom surface (ceiling) of the canopy or shielded by the fixture or the edge of the canopy/eave.
- (b) Lights shall not be mounted on the top or sides (facias) of the canopy/eave and the sides (facias) of the canopy/eave shall not be illuminated.
- (4) Exterior Display and Sales Areas. Lighting levels on areas used for exterior display and/or sales areas shall be subject to the following:
- (a) Lighting fixtures shall be full cut-off fixtures.
 - (b) Fixtures shall be mounted no more than 20 feet above grade.
 - (c) Fixtures shall not create glare on adjacent streets, highways, or properties, and shall not create light trespass on nearby and abutting properties.
 - (d) Exterior display/sales areas shall be illuminated only when the establishment is open for business unless motion sensing devices are installed.
- (5) Parking Lot Lighting. Parking lot lighting shall be downcast, fully shielded and shall not exceed a threshold of allowable light trespass of 0.1 foot-candle at the property line.
- (6) Lighting Curfew. Exterior building lighting, including signs, shall be extinguished either by 10 P.M.; or within one (1) hour of the close of normal business hours; or at the conclusion of usual operations, whichever occurs later. The use of such lighting may resume one (1) hour before sunrise (or opening of business for the property, whichever is earlier) of the following day. Businesses whose normal operating hours are twenty-four (24) hours per day are exempt from this provision.
- (7) Security Lighting
- (a) All security lighting fixtures shall be fully shielded, comply with lighting standards, and be directed only onto the designated area, and not illuminate other areas. The use of general floodlighting fixtures is discouraged unless these standards can be met.
 - (b) Any sensor activated security lights shall automatically turn off within five minutes after being activated if no additional motion, light, or infrared radiation is detected.
 - (c) Security lighting may illuminate vertical surfaces (e.g. building facades and walls) up to a level 8 feet above grade or 8 feet above the bottoms of doorways or entries, whichever is greater.
 - (d) Security lighting fixtures may be mounted on poles located no more than 10-feet from the perimeter of the designated secure area with a maximum vertical height of 20-feet.
 - (e) Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located with 5 feet of the perimeter.
 - (f) Existing building lights may be used as security lights provided, they comply with the provisions in this subsection.

- (8) Color. The Correlated Color Temperature (CCT) shall not exceed 3,000 Kelvins.
 - (9) Publicly Owned Lighting. On property or buildings owned and operated by public agencies, lighting shall comply with provisions in this Section except for the curfew provisions in item (6).
- (F) Signage. Direct or indirect illumination shall be permitted, provided all illumination is directed away from adjacent property.
- (G) Prohibitions. *The following shall be prohibited:*
- (1) Laser Source Light. The use of laser source light or any similar high intensity light for outdoor advertising or entertainment.
 - (2) Searchlights and Strobe Lights. The use of searchlights or strobe lights for purposes other than public safety or emergencies.
 - (3) Upward-pointing light fixtures. All light fixtures must be downcast including illumination of signs, landscaping, flags (except the U.S. and state flags, if flown on the same flagpole), and other items.
 - (4) Blinking and Flashing Lights. Any lighting that is flashing, blinking, rotating, chasing, or rapidly changing in color or intensity, except for traffic control fixtures, those used for public safety or emergencies, and seasonal holiday lights. This prohibition applies to lights located within a building and visible from an adjacent public street.
 - (5) Externally Affixed Neon Lighting. Externally affixed neon lighting, except as a trim element that surrounds windows, doors, or building edges when located on building façades that face street frontages. Such lighting must not include flashing, intermittent or rotating lights.
- (H) Exemptions. Notwithstanding anything herein to the contrary, the following forms of lighting are exempt from the standards in this Chapter.
- (1) Existing Nonconforming. Nonconforming lighting, subject to subsection (I) of this section.
 - (2) String Lights. These lights are subject to the following standards:
 - (a) All installations of string lighting shall employ lamps that do not flash or flicker and whose individual output does not exceed 100 lumens.
 - (b) String lights shall consist only of white light sources with a CCT not to exceed three thousand (3,000) Kelvin.
 - (c) String lights are exempt from the downcast and full shielding requirements of subsection (E) of this section.
 - (d) The above limitations do not apply to holiday lighting.
 - (3) Holiday Lighting. Holiday lighting shall not create glare on adjacent streets or adjacent or nearby properties.
 - (4) Special Events. Events that require the use of temporary outdoor light fixtures are exempt if the exemption does not exceed five (5) days for a particular property in any calendar year; however, permanent installations special event venues must conform to these standards.

- (5) Flags. Lighting for U.S. flags properly displayed (consistent with the U.S. Flag Code).
- (6) Government Authority. Lighting under the authority of the Oregon Department of Transportation or required by Federal or State laws or regulations such as airport runway lights, TV and radio transmission towers, and telecommunication towers.
- (8) Athletic Fields. Athletic field lighting meeting the following conditions:
 - (a) Field lighting is provided exclusively for illumination of the surface of play and viewing stands and not for any other applications.
 - (b) Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance).
 - (c) Lights must be extinguished by 10:00 pm local time or one hour after the end of play, whichever is later.
 - (d) Timers must be installed to prevent lights being left on accidentally overnight.
- (8) Temporary Lighting. Except for permitted security lighting, lighting for theatrical, television, performance areas, and construction sites shall be turned-off within one hour after the end of operations.
- (9) Emergencies. Lighting used under emergency conditions for the purpose of maintaining public safety. This may include, but not limited to, temporary facilities to replace lighting destroyed in a disaster or the use of spot-lights or similar lighting to assist emergency personnel.
- (10) Landscaping. Low voltage landscape lighting not exceeding 200 lumens per fixture and aimed so that glare is not visible from adjacent properties.
- (I) Existing Nonconforming Lighting. Outdoor light fixtures lawfully installed and operable prior to the Effective Date are exempt from all such requirements, except as follows:
 - (1) Compliance. All lighting must conform to the requirements of this Chapter within one year after the Effective Date.
 - (2) Replacement. Any replacement or modification to nonconforming outdoor lighting must comply with these standards.
 - (2) Condition of Approval. All nonconforming outdoor lighting must comply with the requirements in this Chapter as a condition of land use approval involving a Conditional Use or Development Review.
- (J) Lighting Plan Required. All applications involving the construction of new buildings, expansion of existing structures, or building permits must include lighting plans showing location, type, height, color temperature, lumen output and amount of all proposed and existing light fixtures, along with light fixture cut sheets from the manufacturer. The applicant must provide enough information to demonstrate compliance with these standards. The City may request any additional information necessary or appropriate to evaluate compliance with these standards.

10.08. Definitions

All definitions contained in proposed Section 10.66(C) shall be included in Section 10.08.010 – Definitions.

10.52 Parking

Amend Section 10.52.070(F) as follows:

- (F) Lighting. Any light used to illuminate a parking or loading area shall be so arranged as to be directed entirely onto the loading or parking area, shall be deflected away from any residential use, and shall not cast a glare or reflection onto moving vehicles on public right-of-way. Parking lot lighting shall be downcast, fully shielded and shall not exceed a threshold of allowable light trespass of 0.1 foot-candle at the property line.

10.64 Signs

Amend Section 10.64.110(C) by eliminating reference to “festoon lighting:”

- (C) Pennants, streamers, ~~festoon lighting~~, banners, inflatable signs including blimps and/or hot or cold air balloons except as provided by this chapter. Nothing contained in this section shall be construed to prohibit the display of the flag of the United States, the State of Oregon or other political subdivision;



City of Yamhill

A small taste of Oregon

ORDINANCE NO. (O-547)

AN ORDINANCE BY THE CITY OF YAMHILL, CITY COUNCIL AMENDING YAMHILL MUNICIPAL CODE REPEALING CHAPTER 1.08, COUNCIL RULES, ESTABLISHED IN O-431.

WHEREAS, Ordinance O-418 and O-431 include Chapter 1.08 of the Yamhill Municipal Code relating to Council Rules; and,

WHEREAS, the Yamhill City Charter was updated in 2009, stating that the council must 'adopt by resolution rules to govern its meetings and proceedings'; and

WHEREAS, the current council rules require an update, and the council wishes to remove the previous rules established by ordinance and adopt rules by resolution as prescribed by the City Charter;

NOW, THEREFORE, THE CITY OF YAMHILL ORDAINS AS FOLLOWS:

SECTION 1. Repeal Ord. 431 Chapter 1.08, 'Council Rules', Sections 1.08.010 – 1.08.150 of the Yamhill Municipal Code is hereby repealed.

SECTION 2. Continued Effect. All unamended provisions of Ord. 431 and YMC Title 1 shall remain unchanged and in full force and effect.

SECTION 3. Codification. The City Recorder is hereby directed to codify this ordinance as a part of the Yamhill Municipal Code.

SECTION 4. Effective Date. This repeal of Chapter 1.08 will go into full force and effect on the 30th day after the City Council enactment.

Signed:

First Reading: _____

Second Reading: _____

Shea Corrigan, Mayor

Date

Attest:

Angie Fowler, City Recorder

Date

	<u>AYE</u>	<u>NAY</u>
Askey	_____	_____
Kind	_____	_____
Featherston	_____	_____
Pairan	_____	_____
Corrigan	_____	_____



Electronic Recordkeeping System Requirements

Version 1.0, January 2026

Introduction

These requirements are meant to be used by agency records managers in evaluating and implementing recordkeeping systems used to store and maintain records with a scheduled retention period of 100 years and longer and those whose retention period is reasonably expected to exceed 100 years, as noted in OAR 166-0017-0045. The requirements should be used in conjunction with the *Electronic Recordkeeping System Self-Certification Checklist*. These requirements are also recommended for systems used to store and maintain records with a scheduled retention period of less than 100 years, as they are designed to ensure the continued viability of records stored within those systems. All records must be kept in compliance with OAR 166-017-015 regardless of storage location or retention period.

Statutory/Other Authority

ORS 192.005 - 192.170 & ORS 357.805 - 357.895; OAR 166-017 & OAR 166-020

Definitions

The definitions given below reflect their usage in the context of these requirements and may differ from definitions for the same terms used in other contexts. For additional information about terms and acronyms commonly used by the Archives Division please see [Key Terms & Acronyms](#).

- **Public Record:** See ORS 192.005(5)(a)
- **Retention Period:** The length of time a record must be kept for administrative, legal, fiscal, tribal cultural, or historical purposes.
- **Recordkeeping System:** A computer system used to store, organize, and categorize records to facilitate their management, retrieval, use, and disposition.
- **Metadata:** The data which provides administrative, descriptive, and technical information that describes electronic records and makes them usable.
- **Agency:** Any state officer, department, board or commission created by the Constitution or statutes of this state, as well as every county, city, school district, municipal organization, district, political subdivision; or any board, commission or agency thereof; or any other local public agency; and every officer, agent or employee thereof.
- **Integrity:** The quality of a record that is complete, unaltered, and free from corruption from the time of creation throughout its life.



Electronic Recordkeeping System Requirements

Version 1.0, January 2026

Required Characteristics

Audit log

The system must log events and actions related to a record stored within the system, including each time the record is altered, moved, or has access controls changed. The logs must contain the date and time of the event or action, and the user or system process which initiated it. The system must retain audit logs at a minimum for the length of time a record is within the system.

Capture and Preserve Metadata

The system must capture, manage, and preserve metadata necessary for ongoing use and management of records while they are stored in the system. The system must at a minimum capture the metadata listed below for each record, but agencies may choose to capture additional metadata to meet agency policy or business need. See also: "Records Retention" section for requirements for retention tracking.

Minimum Required Metadata Elements:

- *Creation Date*: date assigned as creation date of the file
- *File Format*: The file format of the electronic file
- *File Name/Title*: The complete name of the electronic file
- *Unique System Record ID*: The unique identifier assigned to a record by an agency or system.

Destruction of Records

The system must allow for records to be destroyed when they have met their full scheduled retention period. The system must support destruction of records in groups defined by search parameters and in accordance with associated retention schedules applied within the system. The system must retain logs of records destruction in order to generate reports demonstrating compliance. Destruction of records must comply with OAR 166-017-0090. Additionally, the system must be able to suspend destruction actions in response to public records requests, litigation holds, ongoing audits, or other similar events.



Electronic Recordkeeping System Requirements

Version 1.0, January 2026

Export and Migration

The system must have the ability to export records and all associated metadata to another storage environment. The system must support export of groups of records defined by search parameters (see “Searching”), as well as individually or as a full system export. Exported records and metadata must be in formats which support their ongoing access, independent of the system previously used to store and maintain them.

Records Retention

Records in the system must be associated with approved retention schedules that link records to their final dispositions. The system must allow retentions to be updated in response to changes in approved retention schedules. Applied retentions must prevent the premature destruction of records by users or the system. All records must be accessible during their entire authorized retention period.

Searching

The system must have the capability to search across records contained within and their associated metadata. System users must be able to save searches for later reference and to support public records requests.

Security & Access Control

Appropriate levels of security must be applied to records for their full lifecycle in accordance with the agency’s requirements and in compliance with OAR 166-017-0055. The system must support this functionality and ensure integrity of the records including, at a minimum, physical and logical access controls, backup and recovery procedures, and file integrity monitoring.

General Fund Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4932	Business License	0.00	700.00	950.00	73.68%
4902	Cigarette Taxes	62.34	359.54	750.00	47.94%
4915	Dog License Revenue	76.50	304.50	150.00	203.00%
4925	Franchise Fees	0.00	2,144.86	65,000.00	3.30%
4944	Grant - ODOT DUII	893.92	893.92	4,000.00	22.35%
4942	Grant - ODOT Seat Belt	250.00	4,865.65	5,000.00	97.31%
4943	Grant - ODOT Speed	375.00	2,125.00	5,000.00	42.50%
4945	Grant -ODOT Distracted Driving	2,249.80	2,249.80	5,000.00	45.00%
4952	Interest Income	1,045.23	6,334.16	0.00	0.00%
4962	Land Use Fees	0.00	0.00	1,000.00	0.00%
4903	Liquor Taxes	1,897.66	9,681.08	22,000.00	44.00%
4098	Marijuana Tax	0.00	474.33	1,700.00	27.90%
4913	Miscellaneous Income	951.78	5,574.55	3,500.00	159.27%
4928	Municipal Court Fees	887.25	8,669.47	30,000.00	28.90%
4924	Municipal Court Fines	2,209.33	17,220.37	45,000.00	38.27%
4941	Municipal Court Training Assmt	48.00	432.00	1,200.00	36.00%
4951	National Night Out	0.00	0.00	2,000.00	0.00%
4961	Park Fees	40.00	815.00	2,000.00	40.75%
4957	Park User Fees	0.00	0.00	12,936.00	0.00%
4948	Planning Grant	0.00	41,926.28	0.00	0.00%
4914	Police Misc. Income	35.00	3,882.15	10,000.00	38.82%
4922	Police Service Fee	3,487.79	20,186.69	33,540.00	60.19%
4950	Police SRO-Yamhill/Carlton SD	3,125.00	6,250.00	12,500.00	50.00%
4901	Previously Levied Taxes	37.56	7,148.30	10,000.00	71.48%
4900	Property Tax Revenue	4,208.36	433,435.92	430,000.00	100.80%
4904	State Revenue Sharing	0.00	6,265.80	15,000.00	41.77%
4923	Towing Fees	0.00	0.00	100.00	0.00%
4990	Transfer In - City Hall Rsv	0.00	16,207.00	16,207.00	100.00%
4982	Transfer In - Sewer Fund	0.00	25,000.00	25,000.00	100.00%
4981	Transfer In - Water Fund	0.00	75,000.00	75,000.00	100.00%
4985	Transfer In -Police Veh Resv	0.00	28,582.00	28,582.00	100.00%
4996	Transfer In Acer	0.00	19,801.00	19,801.00	100.00%
General Revenues Totals		\$21,880.52	\$746,529.37	\$882,916.00	
Revenue		\$21,880.52	\$746,529.37	\$882,916.00	
Gross Profit		\$21,880.52	\$746,529.37	\$882,916.00	
Expenses					
Administrative Dept					
6124	Accounting Clerk	1,152.35	7,480.26	15,870.00	47.13%
6325	Ads & Printing	0.00	0.00	1,200.00	0.00%
6300	Attorney/Legal Fees	0.00	242.50	8,000.00	3.03%
6301	Audit Fees	0.00	8,166.67	9,200.00	88.77%
6412	Building Maintenance	0.00	260.00	2,000.00	13.00%
6335	Christmas Decorations	508.82	758.82	1,000.00	75.88%
6102	City Clerk	1,289.16	8,368.23	17,644.00	47.43%
6123	City Recorder	1,028.71	6,677.61	14,089.00	47.40%
6306	Contract Services	0.00	0.00	5,000.00	0.00%
6305	Dues, Travel, Training	275.91	3,175.22	5,000.00	63.50%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
6309	Janitorial Services	0.00	0.00	1,500.00	0.00%
6202	Liability Insurance	0.00	11,793.11	12,000.00	98.28%
6252	Miscellaneous Expense	0.00	104.81	600.00	17.47%
6328	Office Supplies	710.62	1,116.32	2,000.00	55.82%
6200	Operations & Maint	466.17	8,115.54	8,000.00	101.44%
6120	Payroll Expense	3,731.15	24,504.50	35,702.00	68.64%
6329	Postage	0.00	207.30	500.00	41.46%
6795	Reserve for Contingencies	0.00	0.00	243.00	0.00%
6210	Utilities	1,355.84	5,934.06	12,735.00	46.60%
6032	Website/IT	50.00	50.00	0.00	0.00%
Administrative Dept Totals		\$10,568.73	\$86,954.95	\$153,283.00	
City Council					
6305	Dues, Travel, Training	0.00	555.58	1,500.00	37.04%
6252	Miscellaneous Expense	0.00	120.00	1,000.00	12.00%
6328	Office Supplies	0.00	0.00	100.00	0.00%
City Council Totals		\$0.00	\$675.58	\$2,600.00	
Municipal Court					
6250	Assessments	705.75	5,277.00	13,000.00	40.59%
6300	Attorney/Legal Fees	0.00	0.00	150.00	0.00%
6224	Bail Refunds	0.00	125.00	300.00	41.67%
6102	City Clerk	1,289.16	8,368.27	17,643.00	47.43%
6310	Court Interpreter	100.00	600.00	1,200.00	50.00%
6305	Dues, Travel, Training	0.00	1,267.26	2,100.00	60.35%
6311	Municipal Judge	250.00	1,500.00	3,000.00	50.00%
6328	Office Supplies	0.00	16.43	500.00	3.29%
6200	Operations & Maint	45.07	442.09	1,400.00	31.58%
6120	Payroll Expense	1,294.85	8,258.11	13,233.00	62.41%
Municipal Court Totals		\$3,684.83	\$25,854.16	\$52,526.00	
Park Dept					
6200	Operations & Maint	0.00	2,119.67	10,000.00	21.20%
6120	Payroll Expense	1,144.58	7,205.93	11,536.00	62.46%
6401	Trees	0.00	4,513.36	4,500.00	100.30%
6210	Utilities	351.53	672.79	1,500.00	44.85%
6109	Utility Worker I	517.38	3,358.27	7,126.00	47.13%
6108	Utility Worker II	599.22	3,889.46	8,256.00	47.11%
Park Dept Totals		\$2,612.71	\$21,759.48	\$42,918.00	
Planning Dept					
6124	Accounting Clerk	460.94	2,992.08	6,348.00	47.13%
6325	Ads & Printing	0.00	547.90	2,500.00	21.92%
6303	City Planner	855.00	3,532.50	14,000.00	25.23%
6123	City Recorder	447.27	2,903.32	6,126.00	47.39%
6306	Contract Services	0.00	0.00	10,000.00	0.00%
6328	Office Supplies	0.00	0.00	150.00	0.00%
6120	Payroll Expense	905.01	6,029.10	9,356.00	64.44%
Planning Dept Totals		\$2,668.22	\$16,004.90	\$48,480.00	
Police Dept					
6304	911 YCOM Dispatch	1,332.58	8,115.48	22,000.00	36.89%
6300	Attorney/Legal Fees	1,276.00	7,921.50	3,100.00	255.53%
6944	Central Square CAD	0.00	573.05	10,000.00	5.73%
6305	Dues, Travel, Training	300.00	3,011.09	4,500.00	66.91%
6221	Equipment/Maintenance	0.00	129.54	5,000.00	2.59%
6337	Fuel	991.78	3,678.98	13,400.00	27.46%

General Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
6333	Investigation Expenses	0.00	0.00	1,250.00	0.00%
6202	Liability Insurance	0.00	18,550.97	18,800.00	98.68%
6252	Miscellaneous Expense	340.00	340.00	650.00	52.31%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	4,000.00	0.00%
6336	National Night Out Expense	0.00	1,426.51	2,000.00	71.33%
6117	ODOT Grant Payroll	0.00	2,400.00	18,500.00	12.97%
6328	Office Supplies	19.98	113.39	2,475.00	4.58%
6115	Overtime	2,225.00	11,925.00	10,000.00	119.25%
6120	Payroll Expense	4,843.73	63,667.19	200,000.00	31.83%
6254	Peer Support Expense	0.00	0.00	210.00	0.00%
6104	Police Chief	9,063.30	60,531.74	117,832.00	51.37%
6122	Police Corporal	0.00	18,830.49	83,075.00	22.67%
6331	Police Equipment	0.00	5,657.60	10,000.00	56.58%
6976	Police Radios	0.00	0.00	1,500.00	0.00%
6404	Policy & Procedure Manual	0.00	2,367.46	2,367.00	100.02%
6106	Reserve Officer	750.00	4,325.00	12,500.00	34.60%
6327	Resource Materials	0.00	0.00	1,150.00	0.00%
6330	Uniform Allowance	59.58	475.52	3,600.00	13.21%
6210	Utilities	422.36	2,507.00	5,250.00	47.75%
6405	Vehicle Lease	0.00	12,450.00	12,450.00	100.00%
6027	Vehicle Maintenance	503.38	3,832.70	16,500.00	23.23%
Police Dept Totals		\$22,127.69	\$232,830.21	\$583,109.00	
Expenses		\$41,662.18	\$384,079.28	\$882,916.00	
Revenue Less Expenditures		(\$19,781.66)	\$362,450.09	\$0.00	
Net Change in Fund Balance		(\$19,781.66)	\$362,450.09	\$0.00	

Fund Balances

Beginning Fund Balance	211,385.93	(170,845.82)	0.00	0.00%
Net Change in Fund Balance	(19,781.66)	362,450.09	0.00	0.00%
Ending Fund Balance	191,604.27	191,604.27	0.00	0.00%

Report Options

Fund: General Fund

Period: 12/1/2025 to 12/31/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Display Subtotals: No

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance		0.00	319,107.00	0.00%
4967	Biz Oregon Grant Match		0.00	350,000.00	0.00%
4968	Fema Admin Grant		0.00	90,000.00	0.00%
4966	Fema Grant		0.00	3,150,000.00	0.00%
4952	Interest Income	6,304.66	38,206.58	30,000.00	127.36%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	2,300.00	17,379.04	0.00	0.00%
4940	Security Deposits	783.90	4,693.96	3,500.00	134.11%
4960	Users Fees	83,190.58	659,236.08	1,183,000.00	55.73%
4958	Water Connection Fees		3,900.00	8,000.00	48.75%
Revenue		\$92,579.14	\$723,415.66	\$5,325,607.00	
Gross Profit		\$92,579.14	\$723,415.66	\$5,325,607.00	
Expenses					
Requirements					
6124	Accounting Clerk	1,152.36	7,480.28	15,871.00	47.13%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees		0.00	11,000.00	0.00%
6301	Audit Fees		8,166.67	9,200.00	88.77%
6326	Chemicals		7,041.20	20,000.00	35.21%
6102	City Clerk	1,289.16	8,368.26	17,643.00	47.43%
6123	City Recorder	1,118.18	7,258.38	15,314.00	47.40%
6306	Contract Services	17,658.19	54,936.00	80,000.00	68.67%
6427	Deposit Refund	156.78	329.60	650.00	50.71%
6237	Distribution System	917.72	18,568.33	50,000.00	37.14%
6305	Dues, Travel, Training	197.46	4,609.84	6,000.00	76.83%
6334	Emergency Services		0.00	3,000.00	0.00%
6119	Facilities Manager	2,329.51	14,291.31	29,854.00	47.87%
6338	Fema Contract Services		0.00	25,000.00	0.00%
6448	Fema Match Biz Oregon Grant		0.00	350,000.00	0.00%
6447	Fema Tank		353.75	3,150,000.00	0.01%
6438	Fema Travel		0.00	5,000.00	0.00%
6337	Fuel	1,110.76	3,999.03	4,000.00	99.98%
6407	Intake Structure	26,515.00	36,720.51	76,344.00	48.10%
6232	Large Meter Testing		352.71	1,600.00	22.04%
6202	Liability Insurance		38,174.56	38,000.00	100.46%
6233	Meter Replacement		0.00	8,000.00	0.00%
6203	Misc. Tools	27.14	526.14	1,000.00	52.61%
6252	Miscellaneous Expense	74.98	74.98	0.00	0.00%
6328	Office Supplies	58.02	745.68	1,000.00	74.57%
6446	Olive/Camellia/Moores	6,643.75	8,025.00	318,936.00	2.52%
6200	Operations & Maint	1,377.01	15,981.00	47,000.00	34.00%
6115	Overtime	232.04	1,903.11	5,000.00	38.06%
6118	Pager Pay	229.00	1,469.00	3,500.00	41.97%
6120	Payroll Expense	10,546.31	66,956.77	123,814.00	54.08%
6204	Permits	994.36	1,103.48	4,000.00	27.59%
6121	Plant Operator	2,419.19	15,555.54	31,758.00	48.98%
6329	Postage	242.35	945.33	2,000.00	47.27%
6441	Res. to Plant Tie Feasibility		0.00	75,000.00	0.00%

Water Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Dec 2025	Jul 2025	Jul 2025	Jun 2026
		Dec 2025	Dec 2025	Jun 2026	Percent of
Account Number		Actual	Actual		Budget
6795	Reserve for Contingencies		0.00	306,968.00	0.00%
6521	Reserve Transfer (ACER Reserve		13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	89.99	1,942.69	3,500.00	55.51%
6417	Sludge Hauling		0.00	3,500.00	0.00%
6531	Transfer Out (Gen Fund)		75,000.00	75,000.00	100.00%
6525	Transfer Out (PW Reserve)		22,500.00	22,500.00	100.00%
6524	Transfer Out (Water Debt Svc)		210,000.00	210,000.00	100.00%
6210	Utilities	3,081.35	11,734.66	32,710.00	35.87%
6109	Utility Worker I	1,552.15	10,074.91	21,378.00	47.13%
6108	Utility Worker II	1,797.66	11,668.34	24,767.00	47.11%
6027	Vehicle Maintenance	34.38	385.90	2,000.00	19.30%
Other Expense					
6201	Lab Equipment	10.00	1,242.00	5,200.00	23.88%
6440	Transmission Line Feasibility		0.00	75,000.00	0.00%
Expenses		\$81,854.80	\$681,984.96	\$5,325,607.00	
Revenue Less Expenditures		\$10,724.34	\$41,430.70	\$0.00	
Net Change in Fund Balance		\$10,724.34	\$41,430.70	\$0.00	

Fund Balances

Beginning Fund Balance	245,473.73	214,767.37	0.00	0.00%
Net Change in Fund Balance	10,724.34	41,430.70	0.00	0.00%
Ending Fund Balance	256,198.07	256,198.07	0.00	0.00%

Water Debt Depreciation Fund
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	45,371.00	0.00%
4952	Interest Income	54.84	332.32	949.00	35.02%
	Revenue	\$54.84	\$332.32	\$46,320.00	
	Gross Profit	\$54.84	\$332.32	\$46,320.00	
Expenses					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	15,820.00	0.00%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6525	Transfer Out (PW Reserve)	0.00	25,000.00	25,000.00	100.00%
	Expenses	\$0.00	\$25,000.00	\$46,320.00	
	Revenue Less Expenditures	\$54.84	(\$24,667.68)	\$0.00	
	Net Change in Fund Balance	\$54.84	(\$24,667.68)	\$0.00	
Fund Balances					
	Beginning Fund Balance	21,581.77	46,304.29	0.00	0.00%
	Net Change in Fund Balance	54.84	(24,667.68)	0.00	0.00%
	Ending Fund Balance	21,636.61	21,636.61	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	227,448.00	0.00%
4952	Interest Income	286.26	1,734.78	14,362.00	12.08%
4792	System Development Charges	14,910.00	67,095.00	0.00	0.00%
	Revenue	\$15,196.26	\$68,829.78	\$241,810.00	
	Gross Profit	\$15,196.26	\$68,829.78	\$241,810.00	
Expenses					
Requirements					
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	193,810.00	0.00%
	Expenses	\$0.00	\$0.00	\$241,810.00	
	Revenue Less Expenditures	\$15,196.26	\$68,829.78	\$0.00	
	Net Change in Fund Balance	\$15,196.26	\$68,829.78	\$0.00	
Fund Balances					
	Beginning Fund Balance	463,862.52	410,229.00	0.00	0.00%
	Net Change in Fund Balance	15,196.26	68,829.78	0.00	0.00%
	Ending Fund Balance	479,058.78	479,058.78	0.00	0.00%

Water Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	306,094.00	0.00%
4952	Interest Income	623.02	3,775.52	10,174.00	37.11%
4981	Transfer In - Water Fund	0.00	210,000.00	210,000.00	100.00%
Revenue		\$623.02	\$213,775.52	\$526,268.00	
Gross Profit		\$623.02	\$213,775.52	\$526,268.00	
Expenses					
6150	Debt Service Expense	0.00	151,322.97	147,876.00	102.33%
6945	Debt Service Interest	0.00	64,827.45	68,277.00	94.95%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	251,993.00	0.00%
Expenses		\$0.00	\$216,150.42	\$526,268.00	
Revenue Less Expenditures		\$623.02	(\$2,374.90)	\$0.00	
Net Change in Fund Balance		\$623.02	(\$2,374.90)	\$0.00	
Fund Balances					
	Beginning Fund Balance	296,943.45	299,941.37	0.00	0.00%
	Net Change in Fund Balance	623.02	(2,374.90)	0.00	0.00%
	Ending Fund Balance	297,566.47	297,566.47	0.00	0.00%

Report Options

Fund: Water Debt Service
 Period: 12/1/2025 to 12/31/2025
 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

Sewer Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4917	Backflow Testing Fees	0.00	120.00	2,000.00	6.00%
4100	Beginning Budget Balance	0.00	0.00	527,782.00	0.00%
4952	Interest Income	1,287.98	7,805.23	22,415.00	34.82%
4913	Miscellaneous Income	400.00	925.25	0.00	0.00%
4940	Security Deposits	789.60	4,578.48	3,500.00	130.81%
4916	Sewer Connection Fees	0.00	1,200.00	12,000.00	10.00%
4920	Sewer Inspections	308.00	1,232.00	8,000.00	15.40%
4918	Sewer Services	0.00	0.00	2,000.00	0.00%
4960	Users Fees	45,022.50	271,928.56	510,272.00	53.29%
Revenue		\$47,808.08	\$287,789.52	\$1,087,969.00	
Gross Profit		\$47,808.08	\$287,789.52	\$1,087,969.00	
Expenses					
Requirements					
6124	Accounting Clerk	1,152.36	7,480.29	15,871.00	47.13%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6300	Attorney/Legal Fees	0.00	0.00	1,500.00	0.00%
6301	Audit Fees	0.00	8,166.66	9,200.00	88.77%
6326	Chemicals	0.00	0.00	2,200.00	0.00%
6102	City Clerk	1,289.16	8,368.26	17,644.00	47.43%
6123	City Recorder	1,118.18	7,258.38	15,314.00	47.40%
6227	Collection System	1,133.27	12,848.65	45,000.00	28.55%
6306	Contract Services	3,745.00	17,630.93	40,000.00	44.08%
6427	Deposit Refund	157.92	389.35	2,000.00	19.47%
6981	Disinfection	22,012.74	116,390.85	180,000.00	64.66%
6305	Dues, Travel, Training	197.46	1,093.50	4,500.00	24.30%
6745	Ellie's Lift Station	0.00	51,844.53	100,000.00	51.84%
6334	Emergency Services	0.00	0.00	7,000.00	0.00%
6119	Facilities Manager	2,329.51	14,291.34	29,853.00	47.87%
6337	Fuel	1,110.77	3,999.02	3,500.00	114.26%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	0.00	15,174.56	15,000.00	101.16%
6203	Misc. Tools	146.96	1,261.30	1,500.00	84.09%
6328	Office Supplies	157.60	283.35	1,000.00	28.34%
6200	Operations & Maint	1,937.34	20,249.92	41,000.00	49.39%
6115	Overtime	232.04	1,903.08	2,500.00	76.12%
6118	Pager Pay	229.00	1,469.00	3,500.00	41.97%
6120	Payroll Expense	9,196.93	58,416.01	110,402.00	52.91%
6204	Permits	0.00	3,949.92	5,250.00	75.24%
6121	Plant Operator	2,419.20	15,555.54	31,758.00	48.98%
6329	Postage	242.35	945.32	2,000.00	47.27%
6795	Reserve for Contingencies	0.00	0.00	94,016.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	0.00	1,068.45	5,500.00	19.43%
6417	Sludge Hauling	0.00	0.00	10,000.00	0.00%
6987	South Cedar Street	18,293.00	38,293.00	48,000.00	79.78%
6531	Transfer Out (Gen Fund)	0.00	25,000.00	25,000.00	100.00%
6525	Transfer Out (PW Reserve)	0.00	22,500.00	22,500.00	100.00%
6536	Transfer Out (Sewer Debt)	0.00	81,595.00	81,595.00	100.00%

Sewer Fund

Statement of Revenue and Expenditures

		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Account Number					
6946	Transfer Out (Stormwater)	0.00	23,813.00	23,813.00	100.00%
6210	Utilities	3,245.56	11,998.47	27,490.00	43.65%
6109	Utility Worker I	1,034.77	6,716.64	14,252.00	47.13%
6108	Utility Worker II	1,198.44	7,778.86	16,511.00	47.11%
6027	Vehicle Maintenance	265.49	927.08	6,000.00	15.45%
Other Expense					
6201	Lab Equipment	0.00	0.00	2,100.00	0.00%
Expenses		\$72,845.05	\$602,160.26	\$1,087,969.00	
Revenue Less Expenditures		(\$25,036.97)	(\$314,370.74)	\$0.00	
Net Change in Fund Balance		(\$25,036.97)	(\$314,370.74)	\$0.00	

Fund Balances

Beginning Fund Balance	217,580.49	506,914.26	0.00	0.00%
Net Change in Fund Balance	(25,036.97)	(314,370.74)	0.00	0.00%
Ending Fund Balance	192,543.52	192,543.52	0.00	0.00%

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	65,761.00	0.00%
4952	Interest Income	79.69	482.95	1,558.00	31.00%
	Revenue	\$79.69	\$482.95	\$67,319.00	
	Gross Profit	\$79.69	\$482.95	\$67,319.00	
Expenses					
6949	PLC/MCC Panel	0.00	0.00	5,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	47,319.00	0.00%
6741	System Improvements	0.00	0.00	15,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$67,319.00	
	Revenue Less Expenditures	\$79.69	\$482.95	\$0.00	
	Net Change in Fund Balance	\$79.69	\$482.95	\$0.00	
Fund Balances					
	Beginning Fund Balance	67,695.53	67,292.27	0.00	0.00%
	Net Change in Fund Balance	79.69	482.95	0.00	0.00%
	Ending Fund Balance	67,775.22	67,775.22	0.00	0.00%

Sewer SDC Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	443,440.00	0.00%
4952	Interest Income	538.34	3,262.34	11,296.00	28.88%
4792	System Development Charges	8,876.00	39,942.00	0.00	0.00%
	Revenue	\$9,414.34	\$43,204.34	\$454,736.00	
	Gross Profit	\$9,414.34	\$43,204.34	\$454,736.00	
Expenses					
6981	Disinfection	0.00	16,063.60	46,000.00	34.92%
6795	Reserve for Contingencies	0.00	0.00	396,736.00	0.00%
6987	South Cedar Street	0.00	0.00	12,000.00	0.00%
	Expenses	\$0.00	\$16,063.60	\$454,736.00	
	Revenue Less Expenditures	\$9,414.34	\$27,140.74	\$0.00	
	Net Change in Fund Balance	\$9,414.34	\$27,140.74	\$0.00	
Fund Balances					
	Beginning Fund Balance	602,914.70	585,188.30	0.00	0.00%
	Net Change in Fund Balance	9,414.34	27,140.74	0.00	0.00%
	Ending Fund Balance	612,329.04	612,329.04	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Transfers In					
4982	Transfer In - Sewer Fund	0.00	81,595.00	81,595.00	100.00%
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	56,738.00	0.00%
4952	Interest Income	166.74	1,010.45	2,514.00	40.19%
Revenue		\$166.74	\$82,605.45	\$140,847.00	
Gross Profit		\$166.74	\$82,605.45	\$140,847.00	
Expenses					
Capital Reserve					
6150	Debt Service Expense	0.00	35,900.00	71,600.00	50.14%
6945	Debt Service Interest	0.00	9,290.63	9,991.00	92.99%
6598	Unappropriated Ending Fund Bal	0.00	0.00	59,256.00	0.00%
Expenses		\$0.00	\$45,190.63	\$140,847.00	
Revenue Less Expenditures		\$166.74	\$37,414.82	\$0.00	
Net Change in Fund Balance		\$166.74	\$37,414.82	\$0.00	
Fund Balances					
	Beginning Fund Balance	83,434.56	46,186.48	0.00	0.00%
	Net Change in Fund Balance	166.74	37,414.82	0.00	0.00%
	Ending Fund Balance	83,601.30	83,601.30	0.00	0.00%

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	84,835.00	0.00%
4952	Interest Income	528.07	3,200.09	5,326.00	60.08%
4292	Recology Franchise Fees	1,097.69	3,709.05	5,400.00	68.69%
4494	Sidewalk Deposits	0.00	0.00	1,500.00	0.00%
4959	Small Cities Grant	0.00	0.00	250,000.00	0.00%
4290	State Gas Tax Revenue	8,853.67	51,204.54	99,000.00	51.72%
Revenue		\$10,479.43	\$58,113.68	\$446,061.00	
Gross Profit		\$10,479.43	\$58,113.68	\$446,061.00	
Expenses					
Requirements					
6123	City Recorder	89.46	580.70	1,225.00	47.40%
6306	Contract Services	0.00	6,841.00	20,000.00	34.21%
6427	Deposit Refund	0.00	1,185.00	500.00	237.00%
6221	Equipment/Maintenance	0.00	246.67	0.00	0.00%
6119	Facilities Manager	1,226.06	7,521.76	15,712.00	47.87%
6200	Operations & Maint	0.00	9,828.94	10,000.00	98.29%
6120	Payroll Expense	2,446.62	15,577.87	25,686.00	60.65%
6121	Plant Operator	537.60	3,456.78	7,057.00	48.98%
6795	Reserve for Contingencies	0.00	0.00	70,726.00	0.00%
6988	Small Cities Grant Sidewalks	0.00	0.00	250,000.00	0.00%
6229	Street Lights	1,914.94	9,368.53	22,900.00	40.91%
6222	Street Maintenance	0.00	204.06	12,000.00	1.70%
6109	Utility Worker I	344.92	2,238.83	4,751.00	47.12%
6108	Utility Worker II	399.47	2,592.97	5,504.00	47.11%
Expenses		\$6,959.07	\$59,643.11	\$446,061.00	
Revenue Less Expenditures		\$3,520.36	(\$1,529.43)	\$0.00	
Net Change in Fund Balance		\$3,520.36	(\$1,529.43)	\$0.00	
Fund Balances					
Beginning Fund Balance		(3,389.20)	1,660.59	0.00	0.00%
Net Change in Fund Balance		3,520.36	(1,529.43)	0.00	0.00%
Ending Fund Balance		131.16	131.16	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	170,940.00	0.00%
4952	Interest Income	208.56	1,263.90	5,236.00	24.14%
4792	System Development Charges	4,902.00	22,059.00	0.00	0.00%
	Revenue	\$5,110.56	\$23,322.90	\$176,176.00	
	Gross Profit	\$5,110.56	\$23,322.90	\$176,176.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	97,076.00	0.00%
6989	Small Cities Grant Match	0.00	0.00	57,300.00	0.00%
6948	Transportation System Plan	0.00	0.00	21,800.00	0.00%
	Expenses	\$0.00	\$0.00	\$176,176.00	
	Revenue Less Expenditures	\$5,110.56	\$23,322.90	\$0.00	
	Net Change in Fund Balance	\$5,110.56	\$23,322.90	\$0.00	
Fund Balances					
	Beginning Fund Balance	278,397.81	260,185.47	0.00	0.00%
	Net Change in Fund Balance	5,110.56	23,322.90	0.00	0.00%
	Ending Fund Balance	283,508.37	283,508.37	0.00	0.00%

Building Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	30,573.00	0.00%
4939	Code Compliance Fees	225.00	1,900.00	1,000.00	190.00%
4938	County Building Services	42.15	3,470.67	2,000.00	173.53%
4952	Interest Income	40.68	246.52	790.00	31.21%
Revenue		\$307.83	\$5,617.19	\$34,363.00	
Gross Profit		\$307.83	\$5,617.19	\$34,363.00	
Expenses					
Requirements					
6124	Accounting Clerk	230.48	1,496.10	3,174.00	47.14%
6123	City Recorder	223.64	1,451.70	3,063.00	47.39%
6119	Facilities Manager	245.21	1,504.38	3,142.00	47.88%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	656.68	4,282.32	7,034.00	60.88%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	17,800.00	0.00%
Expenses		\$1,356.01	\$8,734.50	\$34,363.00	
Revenue Less Expenditures		(\$1,048.18)	(\$3,117.31)	\$0.00	
Net Change in Fund Balance		(\$1,048.18)	(\$3,117.31)	\$0.00	
Fund Balances					
Beginning Fund Balance		16,119.55	18,188.68	0.00	0.00%
Net Change in Fund Balance		(1,048.18)	(3,117.31)	0.00	0.00%
Ending Fund Balance		15,071.37	15,071.37	0.00	0.00%

Economic Development Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	40,083.00	0.00%
4952	Interest Income	48.79	295.64	1,127.00	26.23%
	Revenue	\$48.79	\$295.64	\$41,210.00	
	Gross Profit	\$48.79	\$295.64	\$41,210.00	
Expenses					
6124	Accounting Clerk	460.94	2,992.09	6,348.00	47.13%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6123	City Recorder	447.27	2,903.32	6,126.00	47.39%
6251	Economic Development Loan	0.00	0.00	18,380.00	0.00%
6120	Payroll Expense	905.01	6,029.13	9,356.00	64.44%
	Expenses	\$1,813.22	\$11,924.54	\$41,210.00	
	Revenue Less Expenditures	(\$1,764.43)	(\$11,628.90)	\$0.00	
	Net Change in Fund Balance	(\$1,764.43)	(\$11,628.90)	\$0.00	
Fund Balances					
	Beginning Fund Balance	34,534.31	44,398.78	0.00	0.00%
	Net Change in Fund Balance	(1,764.43)	(11,628.90)	0.00	0.00%
	Ending Fund Balance	32,769.88	32,769.88	0.00	0.00%

Admin Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	24,260.00	0.00%
4952	Interest Income	62.74	380.24	941.00	40.41%
4921	Municipal Court Equip Assmt	32.00	288.00	800.00	36.00%
4982	Transfer In - Sewer Fund	0.00	13,500.00	13,500.00	100.00%
4981	Transfer In - Water Fund	0.00	13,500.00	13,500.00	100.00%
	Revenue	\$94.74	\$27,668.24	\$53,001.00	
	Gross Profit	\$94.74	\$27,668.24	\$53,001.00	
Expenses					
6403	Copy/Postal/Computing	0.00	2,580.68	3,200.00	80.65%
6414	Software	931.00	5,328.19	5,000.00	106.56%
6408	Support Services	1,294.00	5,272.93	5,000.00	105.46%
6531	Transfer Out (Gen Fund)	0.00	19,801.00	19,801.00	100.00%
6032	Website/IT	1,430.00	7,166.18	20,000.00	35.83%
	Expenses	\$3,655.00	\$40,148.98	\$53,001.00	
	Revenue Less Expenditures	(\$3,560.26)	(\$12,480.74)	\$0.00	
	Net Change in Fund Balance	(\$3,560.26)	(\$12,480.74)	\$0.00	
Fund Balances					
	Beginning Fund Balance	32,779.13	41,699.61	0.00	0.00%
	Net Change in Fund Balance	(3,560.26)	(12,480.74)	0.00	0.00%
	Ending Fund Balance	29,218.87	29,218.87	0.00	0.00%

Public Works Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	39,662.00	0.00%
4952	Interest Income	130.58	791.30	636.00	124.42%
4982	Transfer In - Sewer Fund	0.00	22,500.00	22,500.00	100.00%
4981	Transfer In - Water Fund	0.00	22,500.00	22,500.00	100.00%
4992	Transfer In- Water Depr	0.00	25,000.00	25,000.00	100.00%
Revenue		\$130.58	\$70,791.30	\$110,298.00	
Gross Profit		\$130.58	\$70,791.30	\$110,298.00	
Expenses					
6986	Fuel Containment	0.00	4,706.00	10,000.00	47.06%
6415	Lab/Office	0.00	8,645.00	10,000.00	86.45%
6795	Reserve for Contingencies	0.00	0.00	45,298.00	0.00%
6422	Utility Truck Purchase	0.00	38,347.47	45,000.00	85.22%
Expenses		\$0.00	\$51,698.47	\$110,298.00	
Revenue Less Expenditures		\$130.58	\$19,092.83	\$0.00	
Net Change in Fund Balance		\$130.58	\$19,092.83	\$0.00	

Fund Balances

Beginning Fund Balance	56,634.67	37,672.42	0.00	0.00%
Net Change in Fund Balance	130.58	19,092.83	0.00	0.00%
Ending Fund Balance	56,765.25	56,765.25	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund

Period: 12/1/2025 to 12/31/2025

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

Park SDC
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	559,423.00	0.00%
4952	Interest Income	678.24	4,110.15	13,489.00	30.47%
4792	System Development Charges	7,684.00	34,578.00	0.00	0.00%
	Revenue	\$8,362.24	\$38,688.15	\$572,912.00	
	Gross Profit	\$8,362.24	\$38,688.15	\$572,912.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	472,912.00	0.00%
6741	System Improvements	7,461.25	11,296.25	100,000.00	11.30%
	Expenses	\$7,461.25	\$11,296.25	\$572,912.00	
	Revenue Less Expenditures	\$900.99	\$27,391.90	\$0.00	
	Net Change in Fund Balance	\$900.99	\$27,391.90	\$0.00	
Fund Balances					
	Beginning Fund Balance	692,023.97	665,533.06	0.00	0.00%
	Net Change in Fund Balance	900.99	27,391.90	0.00	0.00%
	Ending Fund Balance	692,924.96	692,924.96	0.00	0.00%

Park Equipment Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	14,384.00	0.00%
4952	Interest Income	17.42	105.58	333.00	31.71%
	Revenue	\$17.42	\$105.58	\$14,717.00	
	Gross Profit	\$17.42	\$105.58	\$14,717.00	
Expenses					
6402	Equipment Replacement	0.00	0.00	1,500.00	0.00%
6413	Gen Park Mxt & Improvement	0.00	0.00	1,500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	11,717.00	0.00%
	Expenses	\$0.00	\$0.00	\$14,717.00	
	Revenue Less Expenditures	\$17.42	\$105.58	\$0.00	
	Net Change in Fund Balance	\$17.42	\$105.58	\$0.00	
Fund Balances					
	Beginning Fund Balance	19,139.66	19,051.50	0.00	0.00%
	Net Change in Fund Balance	17.42	105.58	0.00	0.00%
	Ending Fund Balance	19,157.08	19,157.08	0.00	0.00%

Stormwater **Statement of Revenue and Expenditures**

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	43.84	265.65	280.00	94.88%
4963	Stormwater	1,124.42	6,640.06	12,936.00	51.33%
4982	Transfer In - Sewer Fund	0.00	23,813.00	23,813.00	100.00%
	Revenue	\$1,168.26	\$30,718.71	\$37,029.00	
	Gross Profit	\$1,168.26	\$30,718.71	\$37,029.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	37,029.00	0.00%
	Expenses	\$0.00	\$0.00	\$37,029.00	
	Revenue Less Expenditures	\$1,168.26	\$30,718.71	\$0.00	
	Net Change in Fund Balance	\$1,168.26	\$30,718.71	\$0.00	
Fund Balances					
	Beginning Fund Balance	41,825.35	12,274.90	0.00	0.00%
	Net Change in Fund Balance	1,168.26	30,718.71	0.00	0.00%
	Ending Fund Balance	42,993.61	42,993.61	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	161,749.00	0.00%
4952	Interest Income	196.25	1,189.30	4,027.00	29.53%
4792	System Development Charges	4,088.00	18,396.00	0.00	0.00%
	Revenue	\$4,284.25	\$19,585.30	\$165,776.00	
	Gross Profit	\$4,284.25	\$19,585.30	\$165,776.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	165,776.00	0.00%
	Expenses	\$0.00	\$0.00	\$165,776.00	
	Revenue Less Expenditures	\$4,284.25	\$19,585.30	\$0.00	
	Net Change in Fund Balance	\$4,284.25	\$19,585.30	\$0.00	
Fund Balances					
	Beginning Fund Balance	241,730.73	226,429.68	0.00	0.00%
	Net Change in Fund Balance	4,284.25	19,585.30	0.00	0.00%
	Ending Fund Balance	246,014.98	246,014.98	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	23,793.00	0.00%
4952	Interest Income	33.84	205.06	789.00	25.99%
4926	Vehicle Replacement Assmt	170.64	1,450.64	4,000.00	36.27%
	Revenue	\$204.48	\$1,655.70	\$28,582.00	
	Gross Profit	\$204.48	\$1,655.70	\$28,582.00	
Expenses					
6531	Transfer Out (Gen Fund)	0.00	28,582.00	28,582.00	100.00%
	Expenses	\$0.00	\$28,582.00	\$28,582.00	
	Revenue Less Expenditures	\$204.48	(\$26,926.30)	\$0.00	
	Net Change in Fund Balance	\$204.48	(\$26,926.30)	\$0.00	
Fund Balances					
	Beginning Fund Balance	(3,758.78)	23,372.00	0.00	0.00%
	Net Change in Fund Balance	204.48	(26,926.30)	0.00	0.00%
	Ending Fund Balance	(3,554.30)	(3,554.30)	0.00	0.00%

City Hall Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Dec 2025 Dec 2025 Actual	Year-To-Date Jul 2025 Dec 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	15,836.00	0.00%
4952	Interest Income	19.19	116.27	371.00	31.34%
	Revenue	\$19.19	\$116.27	\$16,207.00	
	Gross Profit	\$19.19	\$116.27	\$16,207.00	
Expenses					
6531	Transfer Out (Gen Fund)	0.00	16,207.00	16,207.00	100.00%
	Expenses	\$0.00	\$16,207.00	\$16,207.00	
	Revenue Less Expenditures	\$19.19	(\$16,090.73)	\$0.00	
	Net Change in Fund Balance	\$19.19	(\$16,090.73)	\$0.00	
Fund Balances					
	Beginning Fund Balance	91.65	16,201.57	0.00	0.00%
	Net Change in Fund Balance	19.19	(16,090.73)	0.00	0.00%
	Ending Fund Balance	110.84	110.84	0.00	0.00%

The Honorable Mayor and Members of the City Council
City of Yamhill
205 Maple Street
Yamhill, Oregon 97148

In planning and performing our audit of the financial statements of the City of Yamhill (the “City”) as of and for the year ended June 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the City’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, significant deficiencies or material weaknesses may exist that have not been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the City’s financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*: The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*: The future event or events are likely to occur.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We consider the following deficiencies in the City's internal control to be significant deficiencies:

Budget Violations

Situation

During our audit of the City's financial statements for the fiscal year ended June 30, 2025, we noted several instances of noncompliance with budgetary regulations and internal control deficiencies, including:

- Expenditures exceeded appropriations in the General Fund, Economic Development Fund, Sidewalk Fund, Public Works Reserve Fund, Water Fund, and Sewer Debt Service Fund, as disclosed in the notes to the basic financial statements for the fiscal year ended June 30, 2025.
- The General Fund, Street Fund, and Sidewalk Fund reported deficit fund balances as of June 30, 2025.
- The budget resolution for the fiscal year ended June 30, 2026, was not properly adopted at the department or organizational unit level.
- Operating contingency amounts were budgeted without associated expenditures for personnel services, materials and services, or capital outlay in both the Stormwater Fund and the Stormwater System Development Charges Fund in the budget for the fiscal year ended June 30, 2026.

These instances indicate weaknesses in the City's budget preparation, monitoring, and adoption processes. Such budget violations increase the risk of noncompliance with state budgeting laws, impair effective financial management, and may result in deficit fund balances.

Recommendation

We recommend the City strengthen its controls over the budget process by:

- Implementing procedures to ensure that annual appropriations do not exceed approved budgeted amounts at the legal level of control.
- Monitoring fund balances throughout the year to prevent deficit positions.
- Ensuring that resolutions adopting the annual budget are properly prepared and approved at the required department or organizational unit level.
- Reviewing contingency budgeting practices to ensure that all appropriations are based on realistic and planned expenditures.

Periodic staff training on state and local budget requirements may further support compliance and internal control improvements.

Management's Response

Management acknowledges the significant deficiency in their budgeting process identified during the audit. The City is committed to improving its internal controls over budget adoption, monitoring, and compliance. In response, management will review and revise procedures to ensure that appropriations remain within legal limits, monitor fund balances throughout the fiscal year, and adopt the budget at the required departmental and organizational unit levels. Additionally, management will review contingency budgeting practices to ensure all appropriations are supported by expected expenditures and will provide additional training to staff involved in budget preparation and oversight. These corrective actions will be implemented prior to the next budget cycle.

The purpose of this communication, which is an integral part of our audit, is to describe for management and those charged with governance of the City of Yamhill the scope of our testing of internal control over financial reporting and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

REDW LLC

Salem, Oregon
December 16, 2025



City of Yamhill

A small taste of Oregon

RESOLUTION Draft 26-01

A RESOLUTION OF THE CITY OF YAMHILL, AUTHORIZING THE ACCEPTANCE OF A PLAN OF ACTION FOR THE SECRETARY OF STATE REGARDING THE AUDIT FOR FISCAL YEAR 2024-2025

WHEREAS, the City of Yamhill recognizes the importance of budget law and the requirements put forth by the State of Oregon; and

WHEREAS, the City of Yamhill was found to be in noncompliance with several budgetary regulations; and

WHEREAS, a Plan of Action is required by the Secretary of State to address the significant deficiencies that were identified by REDW Advisors & CPAs during the audit for fiscal year 2024-2025; and

WHEREAS, the City of Yamhill has acknowledged the deficiencies and created a Plan of Action to reconcile the deficiencies; and

NOW, THEREFORE, THE CITY OF YAMHILL RESOLVES AS FOLLOWS:

Section 1. Plan of Action Acceptance. The City of Yamhill accepts the Plan of Action, attached as Exhibit A, put forth to be submitted to the Oregon Secretary of State regarding significant deficiencies identified during the fiscal year 2024-2025 city audit.

Section 2. This Resolution shall be effective upon its approval and adoption.

Ayes: _____

Nays: _____

Duly passed by the City Council this 14th day of January 2026.

Signed:

Attest:

Shea Corrigan, Mayor

Angela Fowler, City Recorder



December 19, 2025

Oregon Secretary of State
Audits Division
255 Capitol St. NE, Suite #180
Salem, Oregon 97310

Plan of Action for the City of Yamhill

The City of Yamhill respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2025. The audit was completed by the independent auditing firm REDW LLC and reported the deficiencies listed below. The plan of action was adopted by the members of the governing body at their meeting on January 14, 2025, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Deficiency #1
 - a. Significant Deficiency. Expenditures exceeded appropriations in the General fund, Economic Development Fund, Sidewalk Fund, Public works Reserve Fund, Water Fund, and Sewer Debt Service Fund, as disclosed in the notes to the basic financial statements for the fiscal year ended June 30, 2025.
 - b. The City of Yamhill has hired a full time Finance Manager who will be oversight during the city's budgeting process, and who will have the benefit of having intimate knowledge of the city's spending habits.
 - c. Oversight of the appropriations categories will begin immediately and will be consistently monitored.
2. Deficiency #2
 - a. Significant Deficiency. The General Fund, Street Fund, and Sidewalk fund reported deficit fund balances as of June 30, 2025.
 - b. The city began the plan of action during the budget process for fiscal year 2025-2026 by not funding a Police Officer or City Administrator position as well as transferring funds for the General Fund. The Sidewalk Fund is being absorbed by the Street Fund, and the

Street Fund will adjust for the deficit in fiscal year 2026-2027 via lowering expenditures in the fund.

- c. The timeframe began during the budgeting process for fiscal year 2025-2026 and is forecasted to be rectified by June 30, 2026.

3. Deficiency #3

- a. Significant Deficiency. The budget resolution for the fiscal year ended June 30, 2026, was not properly adopted at the department or organizational unit level.
- b. The General Fund needs to show departments, and the expenditures associated with those departments, and other funds need to have units assigned to them that combine expenditures.
- c. This will be resolved with the resolution for budget year 2026-2027 to include the necessary department and organizational units for the adoption of the budget.

4. Deficiency #4

- a. Significant deficiency. Operating contingency amounts were budgeted without associated expenditures for personnel services, materials and services, or capital outlay in both the Stormwater Fund and the Stormwater System Development Charges Fund in the budget for the fiscal year ended June 30, 2026.
- b. The plan of action is to write a supplemental budget adding in appropriations for capital outlay in both the Stormwater Fund and the Stormwater SDC Fund.
- c. This will be completed by June 30, 2026.

Tim Askey, Council President

Governing Body Chair, typed name and title

Signature

Kim Kind, City Councilor

Council Member, typed name and title

Signature

Shea Corrigan, Mayor

Mayor, typed name and title

Signature



YAMHILL POLICE DEPARTMENT

**PO BOX 09
YAMHILL OR 97148
(503)662-3511**



To:		Yamhill City Council	
From:		Greg Graven	
Subject:		Police Statistics December 2025	

<u>Police Statistics:</u>

Number of Calls/Activity:		126	
Number of Case Reports:		06	
Number of Arrests:		01	
Number of Municipal Court Citations:		16	
Number of Warnings:		60	
Number of Circuit Court Citations:		03	
Citizen Calls for Service		40	
Officer Initiated Contacts		36	

<u>Hours Worked:</u>

Greg Graven		165.1	
Chris Livingston		140	
Andrew McMullen		00	

<u>Miles Driven:</u>

Greg Graven		934	
Chris Livingston		1391	
Andrew McMullen		00	



Yamhill Police Department
PO BOX 09
Yamhill OR 97148
(503) 662-3511



Yamhill Police Department December Staff Report for City Council

Date: 01/01/2026

Yamhill Police Department:

Greg Graven

- Respond to Calls for Service
- Records Requests
- Fuel Clouds App Updates
- November ONIBRS/CAD Inform/LEEP Use of Force/LEEP Suicide Data Collection/LEEP LECO
- MCAT Juliette's House
- November Staff Report/YPD Stats
- ATL Attempt to Locate Reckless Driver NB Hwy 47//Stillers Mill Road Silver SUV ? Plate S-1
- Zoom Court Hearing
- FTE Candidate Documents
- Evidence Documents
- FTEP Field Training Evaluation Program w/ 845 McMullen
- Oregon SAFT Statewide Prevention & Education Committee PEC Zoom Meeting
- Training Records
- Municipal Court
- Follow Up on Case Number 25YP0101 Juliette's House
- Set Up for 16th Annual Christmas Tree Lighting Ceremony
- Citizen Complaint S Olive Street W-1
- 16th Annual Christmas Tree Lighting Ceremony
- LEDS Inquiry Entry Re-Certification
- LEDS CJIS Updates
- Possible Fraud N Maple Street Publishers Clearing House Winner Scam
- Suspicious Activity DHS Cross Report N Maple Street YC High School Case Number 25YP0104 R-1
- Follow Up Case Number 25YP0101 Juliette's House Assessment

- Follow Up Case Number 25YP0101 W Main Street S-1
- Personnel Background Livingston
- Follow Up Case Number 25YP0101 W Main Street W-1
- ATL Reckless Drive Main St//Poplar Street Blue Toyota Corolla S-1
- Unattended Child Hwy 47 (3 Kids 5-7 YOA Bus dropped off kids w/ no one home. Kids @ Neighbors W-1
- Budget Documents
- Welfare Check Finn Hill Loop Road Concern for Residence by bus driver House appears vacant Referred to YCSO via YCOM W-1
- Follow Up Case Number 25YP0101
- Follow Up Case Number 25YP0104
- Dog @ Large YC Intermediate School E Main Street W-1
- Fraud E Dahlia Street Case Number 25YP0105 R-1
- YC District Office Follow Up SRO Agreement for 2025-2026
- YCOM Meeting
- OACP Statewide Call Immigration Enforcement Issues & ALPR
- Shop w/ a Sheriff Walmart McMinnville w/ 844 Livingston/Kim Steele
- Call Out Commercial Business Alarm S Maple Street Back Door Authorized Cancel
- Meeting w/ SAIF
- Personnel Hiring Documents LE FTE
- SRO Meeting w/ Superintendent Clint Reaver YC District Office N Larch Place
- LEA Meeting YCSO
- OCMDI Monthly In-Service Talking w/ Families
- Disabled Vehicle Flooding Stillers Mill Road//Hwy 240 Blue 2006 Honda Civic Brother-in-law pulled out Civic. Put cones out W-1
- Yamhill County Suicide Prevention Coalition Zoom Meeting. Presented on Suicide for First Responders
- 511 Tactical Santa for YPD
- Request Joint Statement for Yamhill County LE on Practices & Responses Related to Federal Immigration ICE
- Meeting w/ 911
- NWS Portland Live Weather Updates
- Abandoned Vehicle Disabled Hwy 47//MP34 White Mazda CX5 Waiting on Tow W-1
- YC Radio Advisory Group Meeting YCSO
- CJIS Security Awareness Training
- AOA YCSO Motor Vehicle Crash Hwy 47//Merchant Road No Crash Cellphone Dropped W-1
- Purge Documents 2018
- Attestation Dell
- FTO Field Training Officer Updates 2025 Blue to Gold
- AOA YCSO Rollover Motor Vehicle Crash Hendricks Road//Abbey Road W-8

- AOA Agency Assist YCSO Welfare Check WMA Laying in Road Meadowlake Road//Shelton Road W-8
- Suspicious N Maple Street Gray 2024 Ram Removing Pallets behind Cafeteria W-1
- AOA Agency Assist YCSO Suspicious Person Non-Compliant Abbey Road//Penney Lane W-8

SRO Officer Chris Livingston

- SRO School Resource Officer Detail
- Child Custody Dispute YC High School N Maple Street
- Detail YC High School basketball games and patrolling around the school blocks
- Reckless drive, slow driver weaving. 19 year old driving with his girlfriend looking at Christmas lights
- Area check YC Intermediate School, Juveniles in vineyard of HS advised to leave
- Detail YC High School Dance
- Shop w/ a Sheriff Walmart McMinnville
- WSIN Training at Emergency Management McMinnville
- BSAT Meeting McMinnville
- Detail Gift exchange YC Intermediate School
- Follow Up Child Custody Dispute YC High School N Maple Street
- Medical Dryer Lane Found unresponsive by nurse. Medical Transport to hospital
- Detail YC High School Basketball Game
- Deliver Presents w/ Yamhill Fire Protection District
- Traffic Stop Warrant Arrest Case Number 25YP0106
- Loose dog call at YC High School. Caller found the owner and notes entered in call regarding where the dog lives
- Custodial interference/Civil Issue Case Number 25YP0107
- City Christmas Party
- Burglary call Adcock Road. A worker working late on a new house
- Information Report Case Number 25YP0108
- Seatbelt Grant
- Speed Grant
- AOA YCSO Suicidal Ribbon Ridge Road
- AOA YCSO Drone Request Suicidal in Sheridan Case Number 25YP0109

Officer Andrew McMullen

- FTEP Field Training Evaluation Program

Greg Graven
Chief of Police

PUBLIC WORKS REPORT

WATER TREATMENT- Air compressor is getting changed out due to high run times.

WASTEWATER- Treatment brought in over 2 million gallons for the month of December.

DISTRIBUTION- Replace fire hydrant on Elm and fixed a mainline 6" ductile pipe.

COLLECTION SYSTEM- Nothing to report.

STREETS- Replaced a section of road in front of the post office.

PARKS- Basic maintenance and upkeep.



City of Yamhill

A small taste of Oregon

REQUEST FOR COUNCIL ACTION

Order ☐ Ordinance ☐ Resolution ☐ Motion ☒ Information ☐ Proclamation ☐

Subject:

Park Bathroom Winterization

Staff:

Jason Wofford

Order on Agenda: Motion

Hearing Type: N/A

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation:

The request is to close the park bathrooms for the remainder of the winter and rent a porta-potty for use by park patrons.

Executive Summary:

The parks are showing high water usage of approximately 10k gallons/mo. Leak detection cannot pinpoint any leaks with high saturation due to rain/weather.

Fiscal Impact:

Currently, we pay staff to clean bathrooms and pay for supplies \$738/mo
Porta-potty would cost \$275/mo. include cleaning, supplies, and no water usage.
Savings of \$463 and 10K gal. of water.

Council Goals:

N/A



City of Yamhill

A small taste of Oregon

RESOLUTION (2025 R-856)

A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ESTABLISHING COUNCIL RULES FOR MEETINGS, PROCEEDINGS, AND BUSINESS.

WHEREAS, the City of Yamhill Charter prescribes that the Council must adopt by resolution rules to govern its meetings and proceedings; and

WHEREAS, previous to the Charter update in 2009, the council rules were established by ordinance; and

WHEREAS, the previous council rules established by ordinance are vague and necessitate an update; and

WHEREAS, the council desires to bring our council rules in line with the city charter and establish the rules by resolution;

NOW, THEREFORE, THE CITY OF YAMHILL RESOLVES AS FOLLOWS:

Section 1. Authority. As authorized by the City Charter, the Yamhill City Council establishes the following rules as attached as 'Exhibit A' for its meetings, proceedings, and business. These rules shall remain in effect upon their adoption by the Council until such time they are amended, or new rules are adopted.

Section 2. Adoption. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council on this _____ day of _____, 2025.

Ayes: X

Nays: X

Signed:

Shea Corrigan, Mayor

Attest:

Angie Fowler, City Recorder



City of Yamhill

Rules of Procedure for City Council and Meetings

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CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of a city council, shall be guided by Robert's Rules of Order, 12th Edition.
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the city councilors and the mayor. Fifty percent plus one of the members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- D. In the event a quorum is not present, the members of the council present shall adjourn the meeting.

III. Presiding Officer.

- A. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
- B. In the mayor's absence, the Council President *[Mayor Pro-Tem]* shall preside over the meeting. The Council President shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity
- C. If both the mayor and the Council President *[Mayor Pro-Tem]* are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
 - 1. The city recorder shall call the council to order and call the roll of the members.
 - 2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.

3. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
4. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

IV. Other Elected and Appointed Officers

- A. City Recorder. The city recorder shall be the parliamentarian and shall advise the presiding officer on any questions of order. Additionally, the city recorder shall keep the official minutes of the council.
- B. City Administrator. The city administrator is required to attend all meetings of the council and is permitted to participate in any discussion; however, the city administrator has no authority to cast a vote in any decision rendered by the council.
- C. City Attorney. The city attorney may attend any meeting of the council and will, upon request, give an opinion, either written or oral, on legal questions.

V. Agendas. The city administrator shall prepare an agenda for every regular meeting and, if requested by the presiding officer, for every special meeting.

- A. Agendas and informational material for regularly scheduled meetings shall be distributed to the council at least three (3) days preceding the meeting.
- B. No council approval shall be required for an agenda of any meeting.
- C. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.
- D. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/ proclamations.
- E. A member of the council who wishes to have an item placed on the agenda shall advise the city administrator at least one week prior to the meeting.
- F. In the absence of a city administrator, the city recorder shall prepare the agenda.

VI. Order of Business. The order of business for all regular meetings shall be as follows, however, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by a majority vote:

1. Call to order
2. Flag salute
3. Proclamations
4. Appointments
5. Agenda updates or additions
6. Hearings and Presentations
7. Ordinances
8. Public comment.
9. Department reports
10. Committee/Commission reports
11. Council reports
12. Consent agenda
13. Unfinished Business
14. New Business
15. Information/Announcements/For the Good of the Order
16. Adjournment

A. Call to Order. The presiding chair shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.

B. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.
2. If roll call determines that a quorum is not present, the meeting shall be adjourned.

C. Announcements/Proclamations. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition of individuals by the council.

1. Reports of Boards, Commissions, Committees, Elected Officials, and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials,

and/or city employees. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.

2. Oral reports to the council should generally not exceed 10 minutes in length.
3. The council may ask questions of the presenter upon the conclusion of the report being given.

D. Public Comment

1. Public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time. Subject to the limitations contained in subsection H-5(e) of this section, the period for public comment shall be in regard to items placed on the agenda, other than public hearings, and/or any issue of city business. This is not a dialogue platform. The council will not answer questions posed during comment periods.
2. Persons wishing to speak during public comment must sign the “speaker’s roster” with the person’s name and address, not later than the call to order.
3. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
4. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker’s roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The presiding officer may allow additional persons to speak if they have not signed the speaker’s roster and sufficient time is left in the 30-minute period.

5. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
 6. Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
 7. Speakers must provide the materials in a readable format to the city recorder at least 7 days prior to the meeting, so that they may be provided to the council in advance.
- E. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- F. Ordinances and Resolutions – See [Chapter 3](#)
- G. Public Hearings Generally
1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
 2. Persons wishing to speak shall sign the “hearing roster” with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.

3. The city recorder shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city. All remarks shall be addressed to the council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
 - a. Staff presentation (15 minutes total).
 - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (15 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).
6. Councilors may, after recognition by the presiding officer, ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on the testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on the testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial questions or comments on the matter. The presiding officer

may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.

9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder by the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

H. Conduct of Hearings on Land Use Matters – See [Chapter 4](#)

I. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning

matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.

3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

CHAPTER 2 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the second Wednesday of each month, with the exception of designated holidays and/or council recesses.
 - A. Meetings, shall generally begin at 6:30 p.m. This does not prohibit the council from scheduling meetings at different times as necessary to accommodate schedules
 - B. Meetings shall adjourn no later than 9:00 p.m., allowing one-hour increment extensions upon a majority vote of the council.
- II. **Special meetings.** Special meetings may be called by the presiding officer, by request of three members of the council, or by the city administrator.
 - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and to the media which has on file a written request for notice of special meetings.
 - B. Notice of the special meeting may be given to all members of the council and the city administrator via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon's Public Meetings Law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- III. **Emergency meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of council, or by the city administrator.
 - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and to the media which has on file a written request for notice of special meetings.
 - B. Notice of the emergency meeting shall be given to all members of the council and the city administrator via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

- IV. Executive Sessions*.** Executive sessions may be called by the presiding officer, by the request of three members of council, by the city administrator or by the city attorney.
- A. Only members of the council, the city administrator, and persons specifically invited by the city administrator, or the council shall be allowed to attend executive sessions.
 - B. Representatives of recognized news media⁴ may attend executive sessions, other than those sessions during which the council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation, and the news media is a party to the litigation.
- V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
 - B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at a work session.
 - C. Work sessions are to be scheduled by the city administrator.
 - D. The city administrator is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall be cancelled.
- VII. Council Recess.** The council shall be in recess, at a minimum, during the following dates each calendar year:
- A. August 15 – August 31;
 - B. The Monday before Thanksgiving and the Friday after Thanksgiving; and
 - C. December 20 to January 1.
- VIII. Location.** Council meetings shall be held at City Hall.
- A. In the event city hall is not available for a meeting, the council shall meet at a venue open to the public, which is located within the jurisdictional limits of the city.

* State law requires governing bodies to allow representatives of recognized news media to attend executive sessions except for labor negotiations and litigation where the news media is a party to the litigation. State law does not define the term news media and a decision whether such an individual should be permitted to attend an executive session must be made on a case-by-case basis.

- B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
 - C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits, but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
 - D. No council meeting shall be held at any place where discrimination on the basis of an individual's race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income, or disability is practiced.
- IX. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- X. Attendance.** Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a council position becomes vacant if the member of council is absent from the city for more than 30 days without council permission or absent from all meetings of the council within a 60-day period.

CHAPTER 3 – Ordinances and Resolutions*

- I. **Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.
 - A. Numbering. The city recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction.
 - B. Sponsorship. If sponsored, each ordinance shall note the name of the member(s) of the council introducing or sponsoring the ordinance.
 - C. Preparation and Introduction.
 1. All ordinances shall, at the discretion of the council, have been approved by the city attorney or the city attorney's designee.
 2. Ordinances shall be introduced by a member of the council. Except that, upon the request of the council, an ordinance may be introduced by the city administrator or the city attorney, with a member of the council moving for further action on such ordinance upon completion of the introduction.
 3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.
 - D. Calendar of Ordinance.
 1. An ordinance is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
 - a. A public hearing on the ordinance be held;
 - b. Refer the ordinance to committee for review and recommendation;
 - c. Refer the ordinance to the city administrator for further revision;
 - d. Pass the ordinance to a second reading; or
 - e. Reject the ordinance in whole or in part.

* Yamhill City Charter prescribes the form and manner in which ordinances are adopted. Although council rules address the process by which it will adopt resolutions and ordinances, it is important to ensure that the rules comply with the charter. Where the rules and the charter conflict, the charter provision prevails.

2. All ordinances when introduced for first reading shall be identified by title and number on a calendar of first reading and may be passed to a second reading as a group without further reference.
3. Except as otherwise provided by this section, on second reading all ordinances shall be placed by title and number on a calendar of second reading, and may be passed as a group, provided that the vote for the passage of the calendar is unanimous.
4. Should any member of the council object to any ordinance at time of second reading, that ordinance shall be removed from the calendar of second reading, and considered separately. Ordinances to be considered separately shall be ready by title only.
5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder shall take the roll and enter the ayes, nays, and abstentions in the record.
6. All proposed amendments to an ordinance shall be in writing, and may be made by interlineation upon the ordinance.
7. Any substantive amendment to a proposed ordinance must be read aloud before the council adopts it at that meeting
8. No second reading of any ordinance shall occur at the meeting where it is introduced, except by suspension of this section of the rules, and no ordinance shall be passed at a single meeting, except by a unanimous vote for passage by all members of council present, provided the proposed ordinance is available to the public at least one week prior to the meeting.
9. An affirmative vote of at least three members of the council shall be necessary to pass an ordinance.
10. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least three members of the council petition for early consideration.
11. After adoption of an ordinance, the city recorder must attest the ordinance by name, title, and date of adoption.

II. Resolutions. All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

A. Numbering. The city recorder shall number all resolutions with a consecutive identification number.

B. Preparation and Introduction.

1. All resolutions may, if requested by the council, be approved by the city attorney or the city attorney's designee.
2. Resolutions shall be introduced by a member of the council. Except that, upon the request of the council, a resolution may be introduced by the city administrator or the city attorney, or city staff, with a member of the council moving for further action on such resolution upon completion of the introduction.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution; or
 - c. Reject the resolution in whole or in part.
2. All resolutions when introduced shall be identified by title and number.
3. When the calendar of second reading or a resolution which is to be considered separately is placed before the council for final passage, the city recorder shall take the roll and enter the ayes, nays, and abstentions in the record.
4. All proposed amendments to a resolution shall be in writing and may be made by interlineation upon the resolution.
5. An affirmative vote of a majority of the council present shall be necessary to pass a resolution.
6. When a resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least three members of the council petition for early consideration.

CHAPTER 4 – Land Use Hearings

I. General Conduct of Hearings.

- A. Any party may speak in person, through an attorney, or elect to have an officially recognized representative present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director, or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo).
- B. Conflicts of Interest, Abstention, Recusal, Ex Parte Communications.
 - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
 - a. The member has an actual conflict of interest, as defined by the Oregon Revised Statutes or the city charter/rules, and must recuse from participation. The disclosure and recusal must be noted in the minutes.
 - b. The member was not present during the public hearing and must abstain from participation. However, the member may participate if they reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

2. Members of the council shall reveal/disclose all ex parte contacts regarding the proceeding at the commencement of any quasi-judicial land use proceeding. If the disclosed ex parte communication results in bias and/or a conflict of interest, the member shall recuse from participation as stated in (II)(B)(1)(a) above.
- C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
1. The decision of the council shall be based on the applicable standards and criteria as set forth in the Yamhill Municipal Code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
 2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.
- D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:
1. Land Use Hearing Disclosure Statement. The city recorder or presiding officer shall read the land use hearing disclosure statement, which shall include:
 - a. A list of the applicable criteria;
 - b. A statement that testimony, arguments, and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
 - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
 - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
 2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council

announcing an ex parte contact shall state for the record the nature and content of the contact.

3. Call for recusals. The presiding officer shall inquire whether any member of the council must recuse from participating in the hearing due to a conflict of interest.
 - a. Actual Conflict of Interest: If a member of council announces an actual conflict of interest, as outlined by Oregon Revised Statutes or the city charter/rules, that member must recuse from participation and is recorded in the minutes.⁹
 - b. Potential Conflict of Interest: If a member of council announces a potential conflict of interest, that member may continue participation in the matter, and the declared potential conflict is recorded in the minutes.
 - c. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and if the conflict requires recusal, shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
 - d. Any questions regarding conflicts of interest should be directed to the Oregon Government Ethics Commission (OGE), in advance of the hearing, for advisement on how to proceed in the scenario.
4. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.
5. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
 - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
6. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff.

If the response to any such questions require the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.

7. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
8. Findings and Order. The council may approve or reject the proposal.
 - a. The council shall adopt findings to support its decision.
 - b. The council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.
- E. Continuances. A party can obtain either a continuance or an open record period. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. There is a 120-day time limitation, imposed by the Oregon Revised Statutes, and this 120-day period is not extended unless the applicant requests the continuance or if the applicant otherwise agrees to the extension of the time limitation.*

III. Legislative Land Use Matters.

- A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:
 1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefore and shall not participate in the proceedings. The City Recorder shall record in the minutes.
 2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
 3. Presentation of the Case.
 - a. Proponent's case. Twenty minutes total.
 - b. Persons in favor. Five minutes per person.
 - c. Persons opposed. Five minutes per person.
 - d. Other interested persons. Five minutes per person.
 4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
 5. Deliberations. Deliberations shall immediately follow the hearing.

The Council may delay deliberations to a subsequent time certain.

* *See* ORS 227.178. Re-opening hearing. Prior to the second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

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CHAPTER 5 – Motions, Debate, and Voting

I. **Motions.** All motions shall be distinctly worded.

A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
3. Any motion shall be reduced to writing if requested by a member of the council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
6. A motion may be withdrawn by the mover at any time without the consent of the council.
7. Amendments are voted on first, then the main motion if voted on as amended.
8. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
10. A motion that receives a tie vote fails.

Many councils adopt Robert's Rules of Order to govern motions and related matters. This model adopts Roberts Rules as a *guide* for procedural matters and sets out a simplified procedure for motions and voting. Under this model, where Robert's Rules conflict with the model rules, the model rules should prevail.

11. The presiding officer shall repeat the motion prior to a vote.

12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.

1. No motion shall be made more than once.

2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the council.

II. Debate. The following rules shall govern the debate of any item being discussed by the council:

A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.

B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Voting. The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in [Chapter 4](#) of these Rules.

A. Reports. A majority of a quorum shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.

B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.

C. Resolutions. A majority of quorum shall be required to pass a resolution.

D. An Ordinance Involving a Fee or Fine. An ordinance involving a fee or fine shall require a majority of the council to pass.

E. An Ordinance Not Involving a Fee. An ordinance which does not involve a fee or a fine shall require a majority of a quorum to pass.

F. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.

G. Budget. The budget shall require a majority of a quorum to pass.

- H. Franchise. A majority of a quorum shall be required to pass an ordinance granting a franchise.
- I. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter shall not be suspended or rescinded.
- J. All votes shall be recorded in the minutes.
- K. Ties. Tie votes shall indicate a denial of the proposal. If the tie is a matter that has been appealed from a lower city body or commission, a tie shall render the lower body's decision approved.
- L. Effective date.
1. A resolution shall become effective upon adoption unless otherwise stated in the resolution.
 2. The following shall take effect immediately upon its passage:
 - a. Ordinances making appropriations and the annual tax levy;
 - b. Ordinances relative to local improvements and assessments; and
 - c. Emergency ordinances.
 3. All other ordinances shall take effect 30 days¹⁴ after passage unless a later date is fixed on the ordinance, in which event it shall take effect at the later date.
 4. The filing of a referendum petition shall suspend the effective date of an ordinance.

CHAPTER 6 – Minutes

I. **Generally.**

- A. All council minutes shall be in written in action minutes form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time, and place of the meeting;
 - 2. The members present;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting

II. **Approval.** The council shall approve all minutes of any meeting.

- A. All regular council meeting minutes shall be approved within ninety days of the meeting having occurred.
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 7 – Appointments

- I. **Appointments of City Staff.** The council appoints and can remove those positions identified in the city's charter. All appointments require a majority vote of the entire council.
 - A. Reviews. Any person appointed by the council shall be subject to an annual review by the council.
 - B. Removals. All appointed persons may be removed by a majority vote of the entire council.
 - C. Interference. If the council appoints a municipal judge, the council may meet with the judge, but in no instance shall the council be permitted to interfere with the judge's exercise of judicial authority or discretion.
- II. **Appointments of Members to Council, Boards, Commissions and/or Committees.**
 - A. Unless otherwise mandated by state law, the mayor shall appoint the members of any board, commission, or committee authorized by the council.
 - B. Unless otherwise prohibited by the council, the mayor shall have the authority to create and appoint subcommittees of committees authorized by the council.
 - C. Removals. All appointed persons may be removed by the mayor.

CHAPTER 8 – Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
 - C. Expressing an opinion contrary to the official position of the council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
- II. **Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
 - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- III. **Statements to the Media and Other Organizations**
 - A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
 - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

CHAPTER 9 – Interactions with Staff & City Attorney

- I. **Staff.** All members of the council shall respect the separation between the council's role and the city's manager's [*city administrator's*] responsibility by:
 - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
 - B. Refraining from actions that would undermine the authority of the city manager [*city administrator*] or a department head.
 - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator.
 1. Questions from individual members of the council requiring significant time or resources (two hours or more) shall normally require approval of the council.
 2. Members of the council shall normally share any information obtained from staff with the entire council. This section is not intended to apply to questions by members of the council acting in their individual capacities rather than as members of the council, nor to questions regarding conflict of interest or similar issues particular to a member of the council.
- II. **City Attorney.** Council members may not make requests to the city attorney for advice without first receiving approval from the majority of the council for the subject matter.

III. **CHAPTER 10 – Censure [and Removal]**¹⁵

- I. The council may enforce these rules and ensure compliance with city ordinances, charter, and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand *[or removal as provided for in the city charter]*.
- II. The council may investigate the actions of any member of council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter, or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 – Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the rules noted herein.
 - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for a public comment period.
 - B. All amendments to these rules require a majority vote.
 - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
 - A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
 - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for a public comment period.
 - C. Any repeal and replacement of these rules requires a majority vote.
 - D. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.