



City of Yamhill
A small taste of Oregon

City Council Packet

OCTOBER 14, 2026

General Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4932	Business License	0.00	950.00	1,000.00	95.00%
4902	Cigarette Taxes	62.15	183.36	700.00	26.19%
4910	COPS Grant	0.00	0.00	55,000.00	0.00%
4915	Dog License Revenue	0.00	176.25	0.00	0.00%
4925	Franchise Fees	2,213.67	2,265.71	65,000.00	3.49%
4944	Grant - ODOT DUII	0.00	0.00	4,000.00	0.00%
4942	Grant - ODOT Seat Belt	1,251.98	3,122.84	5,000.00	62.46%
4943	Grant - ODOT Speed	757.04	1,970.83	5,000.00	39.42%
4945	Grant -ODOT Distracted Driving	0.00	0.00	5,000.00	0.00%
4952	Interest Income	1,234.17	3,966.67	18,000.00	22.04%
4903	Liquor Taxes	2,385.99	5,470.20	22,000.00	24.86%
4098	Marijuana Tax	0.00	0.00	1,700.00	0.00%
4913	Miscellaneous Income	139.99	1,425.66	4,500.00	31.68%
4928	Municipal Court Fees	833.17	3,842.14	30,000.00	12.81%
4924	Municipal Court Fines	2,230.55	8,100.93	45,000.00	18.00%
4941	Municipal Court Training Assmt	45.00	225.00	1,200.00	18.75%
4951	National Night Out	0.00	0.00	2,000.00	0.00%
4961	Park Fees	90.00	545.00	2,000.00	27.25%
4957	Park User Fees	0.00	0.00	12,936.00	0.00%
4914	Police Misc. Income	1,190.90	1,570.00	10,000.00	15.70%
4922	Police Service Fee	3,553.07	10,473.02	41,000.00	25.54%
4950	Police SRO-Yamhill/Carlton SD	3,125.00	3,125.00	12,500.00	25.00%
4901	Previously Levied Taxes	1,021.86	3,359.76	10,000.00	33.60%
4900	Property Tax Revenue	0.00	3,297.44	455,000.00	0.72%
4904	State Revenue Sharing	0.00	3,325.49	15,000.00	22.17%
4923	Towing Fees	0.00	0.00	100.00	0.00%
General Revenues Totals		\$20,134.54	\$57,395.30	\$823,636.00	
Revenue		\$20,134.54	\$57,395.30	\$823,636.00	
Gross Profit		\$20,134.54	\$57,395.30	\$823,636.00	
Expenses					
Administrative Dept					
6124	Accounting Clerk	486.88	1,451.56	6,683.00	21.72%
6325	Ads & Printing	340.17	340.17	1,500.00	22.68%
6300	Attorney/Legal Fees	0.00	28.50	5,000.00	0.57%
6301	Audit Fees	4,250.00	4,250.00	9,200.00	46.20%
6412	Building Maintenance	28.19	253.19	2,000.00	12.66%
6335	Christmas Decorations	0.00	0.00	1,000.00	0.00%
6102	City Clerk	1,421.60	4,218.44	18,481.00	22.83%
6123	City Recorder	1,080.44	3,179.33	14,046.00	22.64%
6306	Contract Services	0.00	0.00	3,000.00	0.00%
6305	Dues, Travel, Training	467.85	1,409.86	6,000.00	23.50%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%
6202	Liability Insurance	0.00	8,534.23	12,000.00	71.12%
6252	Miscellaneous Expense	0.00	0.00	500.00	0.00%
6328	Office Supplies	27.10	90.16	2,000.00	4.51%
6200	Operations & Maint	440.56	1,221.41	8,000.00	15.27%
6120	Payroll Expense	3,417.10	11,556.51	41,000.00	28.19%
6329	Postage	0.00	0.00	500.00	0.00%

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6795	Reserve for Contingencies	0.00	0.00	480.00	0.00%
6533	Transfer Out (Water Fund)	0.00	0.00	10,000.00	0.00%
6532	Transfer Out (Econ Dev)	0.00	0.00	16,079.00	0.00%
6210	Utilities	1,007.08	2,655.03	13,500.00	19.67%
Administrative Dept Totals		\$12,966.97	\$39,188.39	\$171,969.00	
City Council					
6305	Dues, Travel, Training	305.20	429.50	3,000.00	14.32%
6252	Miscellaneous Expense	0.00	45.81	500.00	9.16%
6328	Office Supplies	0.00	0.00	100.00	0.00%
City Council Totals		\$305.20	\$475.31	\$3,600.00	
Municipal Court					
6250	Assessments	1,402.00	2,239.00	13,000.00	17.22%
6300	Attorney/Legal Fees	0.00	0.00	150.00	0.00%
6224	Bail Refunds	40.00	105.00	300.00	35.00%
6102	City Clerk	1,421.60	4,218.44	18,481.00	22.83%
6310	Court Interpreter	0.00	0.00	800.00	0.00%
6305	Dues, Travel, Training	256.78	506.78	2,100.00	24.13%
6311	Municipal Judge	250.00	500.00	2,000.00	25.00%
6328	Office Supplies	0.00	0.00	500.00	0.00%
6200	Operations & Maint	39.75	202.44	1,000.00	20.24%
6120	Payroll Expense	1,375.50	4,412.31	16,000.00	27.58%
Municipal Court Totals		\$4,785.63	\$12,183.97	\$54,331.00	
Park Dept					
6200	Operations & Maint	537.07	2,005.18	8,000.00	25.06%
6120	Payroll Expense	1,183.33	4,227.47	14,000.00	30.20%
6401	Trees	0.00	0.00	4,600.00	0.00%
6210	Utilities	72.23	181.99	1,800.00	10.11%
6108	Utility Worker II	1,230.72	3,660.78	15,999.00	22.88%
Park Dept Totals		\$3,023.35	\$10,075.42	\$44,399.00	
Planning Dept					
6124	Accounting Clerk	243.44	725.78	3,342.00	21.72%
6325	Ads & Printing	333.82	333.82	1,000.00	33.38%
6303	City Planner	1,035.00	1,755.00	12,000.00	14.63%
6123	City Recorder	469.76	1,382.33	6,106.00	22.64%
6306	Contract Services	0.00	0.00	3,000.00	0.00%
6328	Office Supplies	0.00	0.00	150.00	0.00%
6120	Payroll Expense	839.60	2,646.92	7,748.00	34.16%
Planning Dept Totals		\$2,921.62	\$6,843.85	\$33,346.00	
Police Dept					
6304	911 YCOM Dispatch	1,572.42	4,717.26	23,000.00	20.51%
6300	Attorney/Legal Fees	0.00	0.00	3,100.00	0.00%
6944	Central Square CAD	0.00	0.00	10,000.00	0.00%
6305	Dues, Travel, Training	305.20	305.20	5,000.00	6.10%
6221	Equipment/Maintenance	604.72	604.72	5,150.00	11.74%
6337	Fuel	0.00	3,328.31	13,000.00	25.60%
6333	Investigation Expenses	0.00	20.00	1,300.00	1.54%
6202	Liability Insurance	0.00	14,583.83	18,800.00	77.57%
6252	Miscellaneous Expense	0.00	0.00	670.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	117.02	4,500.00	2.60%
6336	National Night Out Expense	504.55	622.51	2,000.00	31.13%
6117	ODOT Grant Payroll	1,076.75	3,167.93	10,500.00	30.17%

General Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6328	Office Supplies	46.21	66.19	2,550.00	2.60%
6115	Overtime	488.40	732.60	9,500.00	7.71%
6120	Payroll Expense	12,035.45	41,227.94	165,000.00	24.99%
6254	Peer Support Expense	0.00	0.00	210.00	0.00%
6104	Police Chief	8,973.00	27,956.67	124,436.00	22.47%
6331	Police Equipment	0.00	507.80	10,300.00	4.93%
6105	Police Officer	4,558.41	14,017.13	55,225.00	25.38%
6976	Police Radios	0.00	0.00	3,000.00	0.00%
6404	Policy & Procedure Manual	0.00	2,521.34	2,500.00	100.85%
6106	Reserve Officer	651.20	651.20	12,500.00	5.21%
6327	Resource Materials	0.00	0.00	1,200.00	0.00%
6330	Uniform Allowance	69.97	844.65	3,700.00	22.83%
6210	Utilities	345.58	1,123.84	5,400.00	20.81%
6405	Vehicle Lease	0.00	0.00	12,450.00	0.00%
6027	Vehicle Maintenance	3,864.83	7,292.26	10,000.00	72.92%
Police Dept Totals		\$35,096.69	\$124,408.40	\$515,991.00	
Expenses		\$59,099.46	\$193,175.34	\$823,636.00	
Revenue Less Expenditures		(\$38,964.92)	(\$135,780.04)	\$0.00	
Net Change in Fund Balance		(\$38,964.92)	(\$135,780.04)	\$0.00	

Fund Balances

Beginning Fund Balance	(17,109.39)	79,705.73	0.00	0.00%
Net Change in Fund Balance	(38,964.92)	(135,780.04)	0.00	0.00%
Ending Fund Balance	(56,074.31)	(56,074.31)	0.00	0.00%

Report Options

Fund: General Fund

Period: 9/1/2026 to 9/30/2026

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 Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Transfers In					
4980	Transfer In - Gen Fund		0.00	10,000.00	0.00%
Other Revenue					
4100	Beginning Budget Balance		0.00	190,567.00	0.00%
4967	Biz Oregon Grant Match		0.00	350,000.00	0.00%
4968	Fema Admin Grant		0.00	60,000.00	0.00%
4966	Fema Grant		0.00	3,150,000.00	0.00%
4969	Grant-Biz Oregon		0.00	20,000.00	0.00%
4952	Interest Income	2,575.87	8,278.95	40,000.00	20.70%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income		0.00	1,000.00	0.00%
4940	Security Deposits	815.26	2,445.78	3,500.00	69.88%
4960	Users Fees	134,862.95	381,753.30	1,200,000.00	31.81%
4958	Water Connection Fees	650.00	650.00	2,000.00	32.50%
	Revenue	\$138,904.08	\$393,128.03	\$5,219,067.00	
	Gross Profit	\$138,904.08	\$393,128.03	\$5,219,067.00	
Expenses					
Requirements					
6124	Accounting Clerk	2,093.60	6,241.74	28,737.00	21.72%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees		0.00	11,000.00	0.00%
6301	Audit Fees	4,250.00	4,250.00	9,200.00	46.20%
6326	Chemicals		5,422.21	20,000.00	27.11%
6102	City Clerk	1,705.92	5,062.14	22,177.00	22.83%
6123	City Recorder	1,174.40	3,455.80	15,267.00	22.64%
6306	Contract Services	6,418.96	26,340.81	80,000.00	32.93%
6450	CSNW Security System		0.00	20,500.00	0.00%
6427	Deposit Refund	156.78	258.01	650.00	39.69%
6237	Distribution System	722.45	8,059.02	50,000.00	16.12%
6305	Dues, Travel, Training	1,922.86	4,107.03	7,500.00	54.76%
6334	Emergency Services		0.00	5,000.00	0.00%
6119	Facilities Manager	2,642.59	7,906.34	35,221.00	22.45%
6338	Fema Contract Services		0.00	30,000.00	0.00%
6448	Fema Match Biz Oregon Grant		0.00	350,000.00	0.00%
6447	Fema Tank		0.00	3,150,000.00	0.00%
6438	Fema Travel		698.75	5,000.00	13.98%
6337	Fuel		2,228.52	12,000.00	18.57%
6452	Grant-Biz Oregon		0.00	20,000.00	0.00%
6451	Hemlock Phase 2		0.00	200,000.00	0.00%
6232	Large Meter Testing		0.00	7,300.00	0.00%
6202	Liability Insurance		37,750.96	40,000.00	94.38%
6233	Meter Replacement		3,547.20	10,000.00	35.47%
6203	Misc. Tools		620.20	1,000.00	62.02%
6252	Miscellaneous Expense	121.19	121.19	1,000.00	12.12%
6328	Office Supplies	17.67	104.03	1,500.00	6.94%
6200	Operations & Maint	2,882.29	6,071.83	40,000.00	15.18%
6115	Overtime	319.86	488.38	5,000.00	9.77%
6118	Pager Pay	227.00	677.00	3,500.00	19.34%
6120	Payroll Expense	11,355.44	41,903.86	149,786.00	27.98%

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6204	Permits		0.00	4,000.00	0.00%
6121	Plant Operator	2,558.88	7,627.75	33,265.00	22.93%
6329	Postage	145.47	431.64	2,000.00	21.58%
6441	Res. to Plant Tie Feasibility		0.00	106,000.00	0.00%
6795	Reserve for Contingencies		0.00	285,665.00	0.00%
6521	Reserve Transfer (ACER Reserve		0.00	10,000.00	0.00%
6415	Reservoir Cleaning		0.00	17,000.00	0.00%
6208	Safety Equipment & Supplies	164.98	588.94	4,000.00	14.72%
6409	SCADA/ Security System	6,755.20	6,755.20	0.00	0.00%
6417	Sludge Hauling		0.00	3,500.00	0.00%
6524	Transfer Out (Water Debt Svc)		0.00	220,000.00	0.00%
6210	Utilities	1,763.53	3,909.05	35,000.00	11.17%
6108	Utility Worker II	3,692.16	10,982.32	47,999.00	22.88%
6027	Vehicle Maintenance	2,692.97	2,692.97	8,000.00	33.66%
Other Expense					
6201	Lab Equipment		0.00	5,200.00	0.00%
6440	Transmission Line Feasibility		0.00	106,000.00	0.00%
Expenses		\$53,784.20	\$198,302.89	\$5,219,067.00	
Revenue Less Expenditures		\$85,119.88	\$194,825.14	\$0.00	
Net Change in Fund Balance		\$85,119.88	\$194,825.14	\$0.00	

Fund Balances

Beginning Fund Balance	300,066.60	190,361.34	0.00	0.00%
Net Change in Fund Balance	85,119.88	194,825.14	0.00	0.00%
Ending Fund Balance	385,186.48	385,186.48	0.00	0.00%

Water Debt Depreciation Fund

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	46,304.00	0.00%
4952	Interest Income	70.88	227.82	1,000.00	22.78%
	Revenue	\$70.88	\$227.82	\$47,304.00	
	Gross Profit	\$70.88	\$227.82	\$47,304.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	27,304.00	0.00%
6409	SCADA/ Security System	0.00	0.00	20,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$47,304.00	
	Revenue Less Expenditures	\$70.88	\$227.82	\$0.00	
	Net Change in Fund Balance	\$70.88	\$227.82	\$0.00	
Fund Balances					
	Beginning Fund Balance	22,414.77	22,257.83	0.00	0.00%
	Net Change in Fund Balance	70.88	227.82	0.00	0.00%
	Ending Fund Balance	22,485.65	22,485.65	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	410,229.00	0.00%
4952	Interest Income	622.12	1,999.52	5,000.00	39.99%
4792	System Development Charges	7,455.00	7,455.00	0.00	0.00%
	Revenue	\$8,077.12	\$9,454.52	\$415,229.00	
	Gross Profit	\$8,077.12	\$9,454.52	\$415,229.00	
Expenses					
Requirements					
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	367,229.00	0.00%
	Expenses	\$0.00	\$0.00	\$415,229.00	
	Revenue Less Expenditures	\$8,077.12	\$9,454.52	\$0.00	
	Net Change in Fund Balance	\$8,077.12	\$9,454.52	\$0.00	
Fund Balances					
	Beginning Fund Balance	506,044.29	504,666.89	0.00	0.00%
	Net Change in Fund Balance	8,077.12	9,454.52	0.00	0.00%
	Ending Fund Balance	514,121.41	514,121.41	0.00	0.00%

Water Debt Service

Statement of Revenue and Expenditures

Account Number	Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
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Revenue & Expenditures

Revenue

4100	Beginning Budget Balance	0.00	0.00	299,941.00	0.00%
4952	Interest Income	795.21	2,555.82	11,000.00	23.23%
4981	Transfer In - Water Fund	0.00	0.00	220,000.00	0.00%
Revenue		\$795.21	\$2,555.82	\$530,941.00	
Gross Profit		\$795.21	\$2,555.82	\$530,941.00	

Expenses

6150	Debt Service Expense	0.00	0.00	152,000.00	0.00%
6945	Debt Service Interest	0.00	0.00	65,000.00	0.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	255,819.00	0.00%
Expenses		\$0.00	\$0.00	\$530,941.00	
Revenue Less Expenditures		\$795.21	\$2,555.82	\$0.00	
Net Change in Fund Balance		\$795.21	\$2,555.82	\$0.00	

Fund Balances

Beginning Fund Balance	306,385.27	304,624.66	0.00	0.00%
Net Change in Fund Balance	795.21	2,555.82	0.00	0.00%
Ending Fund Balance	307,180.48	307,180.48	0.00	0.00%

Report Options

Fund: Water Debt Service
 Period: 9/1/2026 to 9/30/2026
 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 Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4917	Backflow Testing Fees	0.00	80.00	1,200.00	6.67%
4100	Beginning Budget Balance	0.00	0.00	541,623.00	0.00%
4952	Interest Income	1,693.71	5,443.65	22,500.00	24.19%
4913	Miscellaneous Income	0.00	0.00	1,000.00	0.00%
4940	Security Deposits	631.68	1,895.04	3,500.00	54.14%
4916	Sewer Connection Fees	200.00	200.00	5,000.00	4.00%
4920	Sewer Inspections	154.00	154.00	3,500.00	4.40%
4918	Sewer Services	0.00	0.00	2,000.00	0.00%
4960	Users Fees	47,799.95	141,528.29	550,000.00	25.73%
Revenue		\$50,479.34	\$149,300.98	\$1,130,323.00	
Gross Profit		\$50,479.34	\$149,300.98	\$1,130,323.00	
Expenses					
Requirements					
6124	Accounting Clerk	2,044.90	6,096.57	28,069.00	21.72%
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	4,250.00	4,250.00	9,200.00	46.20%
6326	Chemicals	0.00	0.00	2,200.00	0.00%
6102	City Clerk	1,137.28	3,374.75	14,785.00	22.83%
6123	City Recorder	1,174.40	3,455.80	15,267.00	22.64%
6227	Collection System	500.00	997.91	45,000.00	2.22%
6306	Contract Services	2,158.46	4,883.36	40,000.00	12.21%
6427	Deposit Refund	208.84	383.24	2,000.00	19.16%
6305	Dues, Travel, Training	467.85	1,109.36	5,000.00	22.19%
6334	Emergency Services	0.00	0.00	10,000.00	0.00%
6119	Facilities Manager	2,642.59	7,906.35	35,221.00	22.45%
6337	Fuel	0.00	2,228.55	8,000.00	27.86%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	0.00	14,750.96	16,000.00	92.19%
6439	Manhole Project	15,275.00	15,275.00	22,000.00	69.43%
6203	Misc. Tools	404.88	452.86	2,500.00	18.11%
6252	Miscellaneous Expense	0.00	0.00	1,000.00	0.00%
6328	Office Supplies	17.66	33.26	1,000.00	3.33%
6200	Operations & Maint	2,121.73	7,510.87	41,000.00	18.32%
6115	Overtime	319.86	488.37	2,500.00	19.53%
6118	Pager Pay	227.00	677.00	3,500.00	19.34%
6120	Payroll Expense	9,684.88	35,934.55	130,057.00	27.63%
6204	Permits	0.00	4,067.44	5,300.00	76.74%
6121	Plant Operator	2,558.88	7,627.75	33,265.00	22.93%
6329	Postage	145.47	431.64	2,000.00	21.58%
6795	Reserve for Contingencies	0.00	0.00	455,960.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	10,000.00	0.00%
6208	Safety Equipment & Supplies	0.00	201.46	5,000.00	4.03%
6409	SCADA/ Security System	259.80	2,681.45	26,200.00	10.23%
6417	Sludge Hauling	0.00	0.00	10,000.00	0.00%
6536	Transfer Out (Sewer Debt)	0.00	0.00	46,000.00	0.00%
6210	Utilities	2,023.31	4,726.33	27,500.00	17.19%
6108	Utility Worker II	2,461.44	7,321.55	31,999.00	22.88%

Sewer Fund

Statement of Revenue and Expenditures

		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Account Number					
6219	Vac Assist	0.00	18,650.00	22,000.00	84.77%
6027	Vehicle Maintenance	515.00	1,881.21	7,000.00	26.87%
Other Expense					
6201	Lab Equipment	0.00	0.00	2,100.00	0.00%
Expenses		\$50,599.23	\$157,397.59	\$1,130,323.00	
Revenue Less Expenditures		(\$119.89)	(\$8,096.61)	\$0.00	
Net Change in Fund Balance		(\$119.89)	(\$8,096.61)	\$0.00	

Fund Balances

Beginning Fund Balance	287,336.44	295,313.16	0.00	0.00%
Net Change in Fund Balance	(119.89)	(8,096.61)	0.00	0.00%
Ending Fund Balance	287,216.55	287,216.55	0.00	0.00%

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	67,292.00	0.00%
4952	Interest Income	102.88	330.67	1,400.00	23.62%
	Revenue	\$102.88	\$330.67	\$68,692.00	
	Gross Profit	\$102.88	\$330.67	\$68,692.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	53,692.00	0.00%
6741	System Improvements	0.00	0.00	15,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$68,692.00	
	Revenue Less Expenditures	\$102.88	\$330.67	\$0.00	
	Net Change in Fund Balance	\$102.88	\$330.67	\$0.00	
Fund Balances					
	Beginning Fund Balance	68,905.89	68,678.10	0.00	0.00%
	Net Change in Fund Balance	102.88	330.67	0.00	0.00%
	Ending Fund Balance	69,008.77	69,008.77	0.00	0.00%

Sewer SDC Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	585,188.00	0.00%
4952	Interest Income	891.07	2,863.93	9,500.00	30.15%
4792	System Development Charges	4,438.00	4,438.00	0.00	0.00%
	Revenue	\$5,329.07	\$7,301.93	\$594,688.00	
	Gross Profit	\$5,329.07	\$7,301.93	\$594,688.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	584,688.00	0.00%
6416	System Development	0.00	0.00	10,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$594,688.00	
	Revenue Less Expenditures	\$5,329.07	\$7,301.93	\$0.00	
	Net Change in Fund Balance	\$5,329.07	\$7,301.93	\$0.00	
Fund Balances					
	Beginning Fund Balance	615,441.94	613,469.08	0.00	0.00%
	Net Change in Fund Balance	5,329.07	7,301.93	0.00	0.00%
	Ending Fund Balance	620,771.01	620,771.01	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Transfers In					
4982	Transfer In - Sewer Fund	0.00	0.00	46,000.00	0.00%
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	46,186.00	0.00%
4952	Interest Income	141.44	454.60	2,900.00	15.68%
Revenue		\$141.44	\$454.60	\$95,086.00	
Gross Profit		\$141.44	\$454.60	\$95,086.00	
Expenses					
Capital Reserve					
6150	Debt Service Expense	0.00	900.00	35,900.00	2.51%
6945	Debt Service Interest	0.00	0.00	9,291.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	49,895.00	0.00%
Expenses		\$0.00	\$900.00	\$95,086.00	
Revenue Less Expenditures		\$141.44	(\$445.40)	\$0.00	
Net Change in Fund Balance		\$141.44	(\$445.40)	\$0.00	
Fund Balances					
	Beginning Fund Balance	76,312.86	76,899.70	0.00	0.00%
	Net Change in Fund Balance	141.44	(445.40)	0.00	0.00%
	Ending Fund Balance	76,454.30	76,454.30	0.00	0.00%

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4952	Interest Income	180.26	579.35	9,300.00	6.23%
4292	Recology Franchise Fees	1,065.62	2,103.97	7,000.00	30.06%
4494	Sidewalk Deposits	0.00	0.00	1,500.00	0.00%
4290	State Gas Tax Revenue	9,601.77	24,716.36	102,500.00	24.11%
Revenue		\$10,847.65	\$27,399.68	\$120,300.00	
Gross Profit		\$10,847.65	\$27,399.68	\$120,300.00	
Expenses					
Requirements					
6123	City Recorder	93.96	276.47	1,221.00	22.64%
6306	Contract Services	376.25	619.06	20,000.00	3.10%
6427	Deposit Refund	0.00	1,360.00	0.00	0.00%
6119	Facilities Manager	614.56	1,838.70	8,191.00	22.45%
6236	Footpaths/Bikepaths	0.00	0.00	1,025.00	0.00%
6200	Operations & Maint	0.00	3,948.26	10,000.00	39.48%
6120	Payroll Expense	2,044.27	7,015.25	22,526.00	31.14%
6121	Plant Operator	568.64	1,695.06	7,392.00	22.93%
6795	Reserve for Contingencies	0.00	0.00	7,278.00	0.00%
6229	Street Lights	1,873.04	3,792.25	20,000.00	18.96%
6222	Street Maintenance	0.00	0.00	12,000.00	0.00%
6108	Utility Worker II	820.48	2,440.50	10,667.00	22.88%
Expenses		\$6,391.20	\$22,985.55	\$120,300.00	
Revenue Less Expenditures		\$4,456.45	\$4,414.13	\$0.00	
Net Change in Fund Balance		\$4,456.45	\$4,414.13	\$0.00	
Fund Balances					
Beginning Fund Balance		10,832.34	10,874.66	0.00	0.00%
Net Change in Fund Balance		4,456.45	4,414.13	0.00	0.00%
Ending Fund Balance		15,288.79	15,288.79	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	260,185.00	0.00%
4952	Interest Income	395.40	1,270.83	3,700.00	34.35%
4792	System Development Charges	2,451.00	2,451.00	0.00	0.00%
	Revenue	\$2,846.40	\$3,721.83	\$263,885.00	
	Gross Profit	\$2,846.40	\$3,721.83	\$263,885.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	242,085.00	0.00%
6948	Transportation System Plan	292.50	562.50	21,800.00	2.58%
	Expenses	\$292.50	\$562.50	\$263,885.00	
	Revenue Less Expenditures	\$2,553.90	\$3,159.33	\$0.00	
	Net Change in Fund Balance	\$2,553.90	\$3,159.33	\$0.00	
Fund Balances					
	Beginning Fund Balance	295,334.14	294,728.71	0.00	0.00%
	Net Change in Fund Balance	2,553.90	3,159.33	0.00	0.00%
	Ending Fund Balance	297,888.04	297,888.04	0.00	0.00%

Building Fund

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	18,189.00	0.00%
4931	Building Permits - Structural	0.00	100.00	0.00	0.00%
4939	Code Compliance Fees	300.00	700.00	1,000.00	70.00%
4938	County Building Services	350.00	685.65	2,000.00	34.28%
4952	Interest Income	32.79	105.39	750.00	14.05%
Revenue		\$682.79	\$1,591.04	\$21,939.00	
Gross Profit		\$682.79	\$1,591.04	\$21,939.00	
Expenses					
Requirements					
6123	City Recorder	234.88	691.17	3,054.00	22.63%
6119	Facilities Manager	245.82	735.47	3,276.00	22.45%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	580.48	1,707.75	5,500.00	31.05%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	9,959.00	0.00%
Expenses		\$1,061.18	\$3,134.39	\$21,939.00	
Revenue Less Expenditures		(\$378.39)	(\$1,543.35)	\$0.00	
Net Change in Fund Balance		(\$378.39)	(\$1,543.35)	\$0.00	
Fund Balances					
	Beginning Fund Balance	12,968.69	14,133.65	0.00	0.00%
	Net Change in Fund Balance	(378.39)	(1,543.35)	0.00	0.00%
	Ending Fund Balance	12,590.30	12,590.30	0.00	0.00%

Economic Development Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	44,399.00	0.00%
4952	Interest Income	92.17	296.23	1,030.00	28.76%
4980	Transfer In - Gen Fund	0.00	0.00	16,079.00	0.00%
	Revenue	\$92.17	\$296.23	\$61,508.00	
	Gross Profit	\$92.17	\$296.23	\$61,508.00	
Expenses					
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6123	City Recorder	469.76	1,382.33	6,107.00	22.64%
6251	Economic Development Loan	0.00	0.00	20,000.00	0.00%
6120	Payroll Expense	744.77	1,942.87	5,008.00	38.80%
6795	Reserve for Contingencies	0.00	0.00	29,393.00	0.00%
	Expenses	\$1,214.53	\$3,325.20	\$61,508.00	
	Revenue Less Expenditures	(\$1,122.36)	(\$3,028.97)	\$0.00	
	Net Change in Fund Balance	(\$1,122.36)	(\$3,028.97)	\$0.00	
Fund Balances					
	Beginning Fund Balance	20,062.65	21,969.26	0.00	0.00%
	Net Change in Fund Balance	(1,122.36)	(3,028.97)	0.00	0.00%
	Ending Fund Balance	18,940.29	18,940.29	0.00	0.00%

Admin Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	41,700.00	0.00%
4952	Interest Income	94.82	304.75	1,000.00	30.48%
4921	Municipal Court Equip Assmt	30.00	150.00	600.00	25.00%
4982	Transfer In - Sewer Fund	0.00	0.00	10,000.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	10,000.00	0.00%
	Revenue	\$124.82	\$454.75	\$63,300.00	
	Gross Profit	\$124.82	\$454.75	\$63,300.00	
Expenses					
6403	Copy/Postal/Computing	0.00	658.69	3,500.00	18.82%
6795	Reserve for Contingencies	0.00	0.00	26,800.00	0.00%
6414	Software	848.67	4,804.80	6,000.00	80.08%
6408	Support Services	99.00	297.00	7,000.00	4.24%
6032	Website/IT	2,212.55	6,724.19	20,000.00	33.62%
	Expenses	\$3,160.22	\$12,484.68	\$63,300.00	
	Revenue Less Expenditures	(\$3,035.40)	(\$12,029.93)	\$0.00	
	Net Change in Fund Balance	(\$3,035.40)	(\$12,029.93)	\$0.00	
Fund Balances					
	Beginning Fund Balance	9,639.38	18,633.91	0.00	0.00%
	Net Change in Fund Balance	(3,035.40)	(12,029.93)	0.00	0.00%
	Ending Fund Balance	6,603.98	6,603.98	0.00	0.00%

Public Works Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	37,672.00	0.00%
4952	Interest Income	58.69	188.63	1,500.00	12.58%
Revenue		\$58.69	\$188.63	\$39,172.00	
Gross Profit		\$58.69	\$188.63	\$39,172.00	
Expenses					
6415	Lab/Office	0.00	0.00	5,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	34,172.00	0.00%
Expenses		\$0.00	\$0.00	\$39,172.00	
Revenue Less Expenditures		\$58.69	\$188.63	\$0.00	
Net Change in Fund Balance		\$58.69	\$188.63	\$0.00	
Fund Balances					
Beginning Fund Balance		58,374.45	58,244.51	0.00	0.00%
Net Change in Fund Balance		58.69	188.63	0.00	0.00%
Ending Fund Balance		58,433.14	58,433.14	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund

Period: 9/1/2026 to 9/30/2026

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 Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	665,533.00	0.00%
4952	Interest Income	1,015.22	3,262.96	12,000.00	27.19%
4792	System Development Charges	3,842.00	3,842.00	0.00	0.00%
	Revenue	\$4,857.22	\$7,104.96	\$677,533.00	
	Gross Profit	\$4,857.22	\$7,104.96	\$677,533.00	
Expenses					
6740	Beulah Playground ADA-Safety	0.00	0.00	15,000.00	0.00%
6795	Reserve for Contingencies	92.00	197,467.33	562,533.00	35.10%
6741	System Improvements	0.00	0.00	100,000.00	0.00%
	Expenses	\$92.00	\$197,467.33	\$677,533.00	
	Revenue Less Expenditures	\$4,765.22	(\$190,362.37)	\$0.00	
	Net Change in Fund Balance	\$4,765.22	(\$190,362.37)	\$0.00	
Fund Balances					
	Beginning Fund Balance	514,042.41	709,170.00	0.00	0.00%
	Net Change in Fund Balance	4,765.22	(190,362.37)	0.00	0.00%
	Ending Fund Balance	518,807.63	518,807.63	0.00	0.00%

Park Equipment Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	19,052.00	0.00%
4952	Interest Income	28.92	92.94	300.00	30.98%
	Revenue	\$28.92	\$92.94	\$19,352.00	
	Gross Profit	\$28.92	\$92.94	\$19,352.00	
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	16,352.00	0.00%
	Expenses	\$0.00	\$0.00	\$19,352.00	
	Revenue Less Expenditures	\$28.92	\$92.94	\$0.00	
	Net Change in Fund Balance	\$28.92	\$92.94	\$0.00	
Fund Balances					
	Beginning Fund Balance	19,418.47	19,354.45	0.00	0.00%
	Net Change in Fund Balance	28.92	92.94	0.00	0.00%
	Ending Fund Balance	19,447.39	19,447.39	0.00	0.00%

Stormwater

Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	12,275.00	0.00%
4952	Interest Income	41.68	133.96	750.00	17.86%
4963	Stormwater	1,140.86	3,374.24	13,500.00	24.99%
	Revenue	\$1,182.54	\$3,508.20	\$26,525.00	
	Gross Profit	\$1,182.54	\$3,508.20	\$26,525.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	16,525.00	0.00%
6416	System Development	0.00	0.00	10,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$26,525.00	
	Revenue Less Expenditures	\$1,182.54	\$3,508.20	\$0.00	
	Net Change in Fund Balance	\$1,182.54	\$3,508.20	\$0.00	
Fund Balances					
	Beginning Fund Balance	52,802.28	50,476.62	0.00	0.00%
	Net Change in Fund Balance	1,182.54	3,508.20	0.00	0.00%
	Ending Fund Balance	53,984.82	53,984.82	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	226,430.00	0.00%
4952	Interest Income	344.38	1,106.84	3,400.00	32.55%
4792	System Development Charges	2,044.00	2,044.00	0.00	0.00%
	Revenue	\$2,388.38	\$3,150.84	\$229,830.00	
	Gross Profit	\$2,388.38	\$3,150.84	\$229,830.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	219,830.00	0.00%
6416	System Development	0.00	0.00	10,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$229,830.00	
	Revenue Less Expenditures	\$2,388.38	\$3,150.84	\$0.00	
	Net Change in Fund Balance	\$2,388.38	\$3,150.84	\$0.00	
Fund Balances					
	Beginning Fund Balance	259,220.79	258,458.33	0.00	0.00%
	Net Change in Fund Balance	2,388.38	3,150.84	0.00	0.00%
	Ending Fund Balance	261,609.17	261,609.17	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	23,372.00	0.00%
4952	Interest Income	40.55	130.32	700.00	18.62%
4926	Vehicle Replacement Assmt	150.00	750.00	3,000.00	25.00%
	Revenue	\$190.55	\$880.32	\$27,072.00	
	Gross Profit	\$190.55	\$880.32	\$27,072.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	27,072.00	0.00%
	Expenses	\$0.00	\$0.00	\$27,072.00	
	Revenue Less Expenditures	\$190.55	\$880.32	\$0.00	
	Net Change in Fund Balance	\$190.55	\$880.32	\$0.00	
Fund Balances					
	Beginning Fund Balance	1,370.04	680.27	0.00	0.00%
	Net Change in Fund Balance	190.55	880.32	0.00	0.00%
	Ending Fund Balance	1,560.59	1,560.59	0.00	0.00%

City Hall Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Sep 2026 Sep 2026 Actual	Year-To-Date Jul 2026 Sep 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	16,202.00	0.00%
4952	Interest Income	24.78	79.64	340.00	23.42%
	Revenue	\$24.78	\$79.64	\$16,542.00	
	Gross Profit	\$24.78	\$79.64	\$16,542.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	16,542.00	0.00%
	Expenses	\$0.00	\$0.00	\$16,542.00	
	Revenue Less Expenditures	\$24.78	\$79.64	\$0.00	
	Net Change in Fund Balance	\$24.78	\$79.64	\$0.00	
Fund Balances					
	Beginning Fund Balance	383.08	328.22	0.00	0.00%
	Net Change in Fund Balance	24.78	79.64	0.00	0.00%
	Ending Fund Balance	407.86	407.86	0.00	0.00%



YAMHILL POLICE DEPARTMENT

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



To:		Yamhill City Council	
From:		Greg Graven	
Subject:		Police Statistics September 2026	

Police Statistics:

Number of Calls/Activity:		132	
Number of Case Reports:		09	
Number of Arrests:		06	
Number of Municipal Court Citations:		24	
Number of Warnings:		52	
Number of Circuit Court Citations:		12	
Citizen Calls for Service		36	
Officer Initiated Contacts		45	

Hours Worked:

Greg Graven		152	
Chris Livingston		172	
Andrew McMullen		08	

Miles Driven:

Greg Graven		1354	
Chris Livingston		1554	
Andrew McMullen		00	



YAMHILL POLICE DEPARTMENT

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



Yamhill Police Department September Staff Report for City Council

Date: 10/01/2026

Yamhill Police Department:

Greg Graven

- Respond to Calls for Service/Patrol
- Seatbelt Grant
- Reports/Vision Reports/Case Files/Documents
- Mastering the Art of Consent Searches Online Blue to Gold. 1 hour
- Training Records
- ONIBRS, LEEP Use of Force COLECT, CAD Inform, YPD Stats, Monthly Staff Report August
- Call Subject inquiring about court tomorrow in Newberg. Referred to Newberg Municipal Court W-1
- Sex Crime N Maple Street Case# 26YP0072 R-1
- Found Drugs N Maple Street Case# 26YP0073 R-1
- Records Requests
- Evidence Documents
- FTEP Field Training Evaluation Program w/ 845 McMullen
- Follow Up 26YP0072 & 26YP0073 N Maple Street. W-1
- Expungements
- Fill Out Questionnaire for Auditors Grove, Mueller, & Swank PC
- Call Out Dog @ Large E 4th Street Male Pit Bull. Called Owner E Camellia Street. Owners have been out looking for dog Found him by Beulah Park W-1
- Comcast Issue w/ Internet Connection Troubleshoot Comcast Support Reset Static IP Issue
- Equity Advisory Workgroup Zoom Meeting Community Organization Spotlight Infants & Youth Family Connections YC Public Health
- DA's Office Evidence Requests

- YCOM User Committee Meeting Lafayette Fire Department Market Street Lafayette
- Pick Up 2020 Durango from Accu-Tech Automotive w/ Kim Steele
- Cold Domestic Disturbance Harassment E Azalea Street Case# 26YP0076 R-1
- Domestic Violence DV Response Team Meeting YCSO
- Agency Assist YCSO Motor Vehicle Crash Westside Road//South portion of Old RR Grade Road YCSO 26YC2338 W-8
- Follow Up 24YP0101 Documents
- MCAT Multi-Disciplinary Child Abuse Team Meeting Juliette's House McMinnville
- Meeting w/ Auditors National Accreditation Alliance for Juliette's House McMinnville
- SRO Meeting w/ Superintendent Clint Raever & YCOM Director Patti Sauers YC District Office N Larch Place
- Invoices/Budget Documents
- AOA Agency Assist OSP N Maple Street. UUMV Suspect Black 2026 Chevy Silverado RO W-8
- Lexipol Policy Manual Updates
- Callout Suspicious N Olive Street. Reporting a person that drives a white truck in the neighborhood is driving impaired all the time. Requested LE not to respond concern person would know who called. W-1
- DA's Office Follow Up 24YP0101
- Blue to Gold Search & Seizure Case Law Updates. Virtual 1 hour
- COPS Grant Microsoft Teams Meeting w/ Kim Steele Update Credentials
- OACP Conference Ashland OACP Board Meeting Session 1. 2 hours
- OACP Conference Ashland Readiness Week Webinar Lexipol. 1 hour
- OACP Conference Ashland OACP Board Meeting Session 2. 1 hour
- OACP Conference Ashland Working Lunch Legislative Updates. 1 hour
- OACP Conference Ashland Beyond Technology Leading Through the Complexities of Automatic License Plate Reader Implementation. 1 hour
- OACP Conference Ashland "Agency Culture and Building the Next Generation of Leaders" (Taught through followership best practices and capitalizing on upward leadership opportunities). 3 hours
- Call Out Attorney – Traffic Court. YCSO Case w/ Yamhill County Circuit Court W-1
- Call Out Noise Complaint E Camellia Street W-1
- OACP Conference Ashland (Part 1) "From Success to Succession: Equipping Today's Chiefs and Tomorrow's Leaders" 4 hours
- Call PERS Public Retirement Solutions
- OACP Conference Ashland Working Lunch Interview with Chief Malloy & Chief Miranda (Ret.) "Passing the Baton: A Conversation on Leadership Succession Done Right" 1 hour
- OACP Conference Ashland (Part 1) "From Success to Succession: Equipping Today's Chiefs and Tomorrow's Leaders" 4 hours

Chaplains

334.1 PURPOSE AND SCOPE

Discretionary MODIFIED

This policy establishes the guidelines for Yamhill Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

334.2 POLICY

Discretionary MODIFIED

The Yamhill Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

334.3 ELIGIBILITY

Discretionary MODIFIED

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling experience.
- (f) Possession of a valid driver license.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

334.4 RECRUITMENT, SELECTION AND APPOINTMENT

Best Practice MODIFIED

The Yamhill Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

334.4.1 RECRUITMENT

Best Practice MODIFIED

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the

Yamhill Police Department

Yamhill Police Department Policy Manual

Chaplains

Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

334.4.2 SELECTION AND APPOINTMENT

Discretionary MODIFIED

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Chief of Police and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear their name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

334.5 IDENTIFICATION AND UNIFORMS

Discretionary MODIFIED

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Yamhill Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Yamhill Police Department identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

334.6 CHAPLAIN COORDINATOR

Best Practice MODIFIED

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Chief of Police or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective

Yamhill Police Department

Yamhill Police Department Policy Manual

Chaplains

chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Shift Supervisor.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

334.7 DUTIES AND RESPONSIBILITIES

Discretionary MODIFIED

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Uniform Patrol Division. Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Yamhill Police Department.

334.7.1 COMPLIANCE

Best Practice MODIFIED

Yamhill Police Department

Yamhill Police Department Policy Manual

Chaplains

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

334.7.2 OPERATIONAL GUIDELINES

Discretionary

MODIFIED

- (a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.
- (b) Generally, each chaplain will serve with Yamhill Police Department personnel a minimum of eight hours per month.
- (c) At the end of each watch the chaplain will complete a chaplain shift report and submit it to the Chief of Police or the authorized designee.
- (d) Chaplains shall be permitted to ride with officers during any shift and observe Yamhill Police Department operations, provided the Shift Supervisor has been notified and has approved the activity.
- (e) Chaplains shall not be evaluators of members of the Department.
- (f) In responding to incidents, a chaplain shall never function as an officer.
- (g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (h) Chaplains shall serve only within the jurisdiction of the Yamhill Police Department unless otherwise authorized by the Chief of Police or the authorized designee.
- (i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in their duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

334.7.3 ASSISTING DEPARTMENT MEMBERS

Discretionary

MODIFIED

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

Yamhill Police Department

Yamhill Police Department Policy Manual

Chaplains

334.7.4 ASSISTING THE DEPARTMENT

Discretionary MODIFIED

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Shift Supervisor or supervisor aids in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Department.

334.7.5 ASSISTING THE COMMUNITY

Discretionary MODIFIED

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

334.7.6 CHAPLAIN MEETINGS

Best Practice MODIFIED

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

334.8 COMMAND STRUCTURE

Discretionary MODIFIED

- (a) Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the Senior Chaplain and/or Shift Supervisor.
- (b) The Chief of Police shall make all appointments to the Chaplain Program and will designate a Senior Chaplain/Chaplain Commander.

Yamhill Police Department

Yamhill Police Department Policy Manual

Chaplains

- (c) The Senior Chaplain shall serve as the liaison between the Chaplain Unit and the Chief of Police. The Senior Chaplain will arrange for regular monthly meetings, act as chairman of all chaplain meetings, prepare monthly schedules, maintain records on all activities of the Chaplain Unit, coordinate activities that may concern the members of the Chaplain Unit and arrange for training classes for chaplains.

334.9 OPERATIONAL GUIDELINES

Discretionary **MODIFIED**

- (a) Chaplains will be scheduled to be on-call for a period of seven days at a time during each month, beginning on Monday and ending on the following Sunday.
- (b) Generally, each chaplain will serve with Yamhill Police Department personnel a minimum of eight hours per month.
- (c) At the end of each watch the chaplain will complete a Chaplain Shift Report and submit it to the Chief of Police or the authorized designee.
- (d) Chaplains shall be permitted to ride with officers during any shift and observe Yamhill Police Department operations, provided the Shift Supervisor has been notified and approved of the activity.
- (e) Chaplains shall not be evaluators of employees and shall not be required to report on an employee's performance or conduct.
- (f) In responding to incidents, a chaplain shall never function as an officer.
- (g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (h) Chaplains shall serve only within the jurisdiction of the Yamhill Police Department unless otherwise authorized by the Chief of Police or the authorized designee.
- (i) Each chaplain shall have access to current personnel rosters, addresses, telephone numbers, duty assignments and other information that may assist in their duties. Such Information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the information.

- OACP Conference Ashland Beyond Report Writing Practical AI For Law Enforcement 2.5 hours
- Follow Up Noise Complaint E Camellia Street W-1
- Overdose Fatality Review Team Review YC Public Health Kirby Street McMinnville
- DPSST 2026 Marion County Child Abuse Investigation Training 4 hours

SRO Officer Chris Livingston

- BSAT Meeting
- MIP N Maple Street Case# 26YP0074 R-1
- Agency Assist w/ Drone YCSO Missing hunter Hebo Road. Grand Ronde found him on Hwy 18 30 seconds before I would have.
- Reckless Drive Hwy 18 UTL
- Landline Traffic Complaint Willamina
- Suspicious person Baker Creek @ Hill (homeless looking for cans in the construction site). X-1
- Stolen pickup in McMinnville all of us looking for it Newberg found and pursuit with bailing on foot near water treatment plant. 3.5 hours of drone time. Suspect still at large.
- Harassment W Dahlia Street Case# 26YP0075 R-1
- Traffic, looking for a Sheridan resident w/ a warrant UTL
- Landline Dog complaint Sheridan
- Burglary in progress Dayton (it wasn't, Just kids at their own house late).
- SRO School Resource Officer @ Schools
- Found dog Maple Street & 3rd Street, she's taking it to Carlton Vet.
- Follow Up Interviews 26YP0072
- Trespass/BHI backing up YCSO 329 Hwy 47 & Gooding Creek Road
- Harassment call S Elm Street. It was a civil issue between landlord and tenant and referred them both to the State and the lease agreements
- Traffic Stop DUII/Reckless Driving. Adams Street//5th Street McMinnville Case# 26YP0077
- Citizen contact at city hall advised her to go to the courthouse for a protection order
- Oktoberfest Detail
- School Resource Officer SRO sitting in on VP's of both schools talking to students
- School Resource Officer SRO, Patrol meeting with football team and parents on the field regarding making better choices and saying something when someone does something that bad
- Warrant Service w/ YCSO 315 Shell Station McMinnville
- Welfare Check Willamina
- Traffic Stop DUII/Reckless Driving. 4th Street//Evans Street McMinnville Case# 26YP0078
- Oregon Certified Medicolegal Death Investigator Course
- Cold Fraud N Olive Street Case# 26YP0079 R-1

- Sex Crime Westvale Street McMinnville Case# 26YP0080 R-1
- Backing up YCSO 324 on Yamhill Road for a contact on a possible 'stolen' firearm.

Officer Andrew McMullen

- FTEP Field Training Evaluation Program

Greg Graven
Chief of Police

BEFORE THE YAMHILL PLANNING COMMISSION
Planning File CPCA 26-03

In the Matter of the	)	
	)	1. Plan Amendment – Master Park Plan
Application of	)	
	)	2. Code Amendment – Park Development
City of Yamhill	)	

ORDER OF RECOMMENDATION

I. NATURE OF THE APPLICATION

This matter comes before the Yamhill Planning Commission on the application of the City of Yamhill to amend the City Comprehensive Plan and Title 10 of the Municipal Code on matters related to the adoption of the City of Yamhill 2026-2046 Comprehensive Park System Master Plan.

II. GENERAL INFORMATION

A. Location

The application affects all property designated for park use.

B. Background Information

The City seeks to amend the recreational element of the Yamhill Comprehensive Plan, adopting the new 2026-2046 Comprehensive Park System Master Plan. In addition, the City seeks to amend the City Municipal Code establishing new regulations for developing parks identified in the Master Plan. Exhibit “A” includes the specific language.

III. PUBLIC HEARING

A. Planning Commission Action

On September 21, 2026, the Planning Commission conducted a public hearing on the application. At the conclusion of the hearing, the Planning Commission voted to recommend City Council approval of the Comprehensive Plan and Municipal Code amendments, finding the proposal complied with the applicable decision criteria in Title 10 of the Yamhill Municipal Code.

B. City Council Action

The Yamhill City Council will conduct a second public hearing on the request at a date and time to be determined.

IV. FINDINGS OF FACT-GENERAL

The Yamhill Planning Commission, after careful consideration of the testimony and evidence in the record, adopts the following general Findings of Fact:

- A. The applicant is the City of Yamhill.
- B. The application affects all property designated for park use.
- C. The City seeks to amend the recreational element of the Yamhill Comprehensive Plan, adopting the new 2026-2046 Comprehensive Park System Master Plan. In addition, the City seeks to amend the City Municipal Code establishing new regulations for developing parks identified in the Master Plan. Exhibit "A" includes the specific language.
- D. The review and recommendation shall be based on provisions in the Yamhill Development Code; Section 10.132.060 to Section 10.320.100.

V. APPLICATION SUMMARY

- A. The City adopted a parks plan in 2004, with the Comprehensive Plan Recreation Element providing a summary of the findings. The City recently embarked on a project to update the previous park master plan. This Staff Report reviews the proposed Master Plan document and outlines Plan and Code amendments to implement the Plan. Attachment "A." includes recommended changes.
- B. The proposed Master Plan document contains seven chapters. The first three introduce the purpose of the document (Chapter 1), address relevant supporting documents (Chapter 2), and evaluate the status of the park system (Chapter 3). Chapter 4 is the community needs assessment. In addition to the identified Council priorities, the community survey identified the following preferences:
 - Funding priorities should focus on improving existing park infrastructure.
 - Trail improvements including connections throughout the City.
 - Accessible playgrounds.
 - Shade structures.
 - Rental/community spaces to support larger gatherings/events.

Recommendations in Chapter 5 included the following:

- Update the park ordinance regulations.
- Create a vegetation management plan.
- Develop a memorandum of understanding with the School District regarding public use of District spaces.
- Set standards for private funding of sports fields (e.g., booster club).

- C. There were 10 specific recommendations for Beulah Park, primarily removing and/or updating outdated facilities. The major project was the creation of an 8,000 square-foot community building. Total estimated costs for all projects is an estimated \$3.0 - 3.2 million. Jane Heinrich Park would receive similar upgrades to the facilities, with the 15 suggested improvements totaling \$1.74 million. The five planned upgrades for the James Calhoun Park totaled \$40,500. Finally, the Plan recommended other potential improvements such as creating a trail system and a natural area along the floodway.
- D. The proposed action items reflect the community's desire to upgrade existing facilities, by the replacement of worn-out structures and modernizing the facilities. Total estimated costs for the 31 identified improvements is \$4.8-4.9 million. The Plan also identifies potential sources of funding and recommended implementation priorities. The reality of parks planning is that the City cannot, nor will, complete every recommended action. However, the City can only obtain outside funding if a master plan is in place.

VI. PROPOSED AMENDMENTS

- A. Adopting the Parks Plan requires an amendment to the Comprehensive Plan. The Parks Plan is a "findings" document providing support to the Goals and policies adopted by the City. The consultant noted that the existing goals and policies remain valid and did not propose specific language for new policies as many of the proposed implementing measures (e.g., vegetative maintenance) are not planning related. The only recommended change is to replace the findings section with the following new language:

The City hereby adopts the 2026-2046 City of Yamhill Comprehensive Park System Master Plan as a supporting document to the Goals and Policies of the Recreation Element of the City's Comprehensive Plan.

By doing so, the Park Plan supports the Comprehensive Plan's existing Goal and Policies.

- B. While the plan identifies some potential park development outside the existing park system (e.g., a natural area along a floodway) the Parks Plan emphasis is on upgrading the existing park property. These are detailed improvements and provide a strategy for future development. For this reason, it did not appear appropriate to require new land use applications for these identified park improvements – creation of the master plan effectively addressed need and design. Therefore, the Commission suggests not requiring a site development review to implement the identified improvements, provided the improvements conform to the Park Master Plan. The City would only review modifications or additions to the Master Plan.

- C. The City submitted the required amendment notification to the Department of Land Conservation and Development. As of the date of this hearing, the DLCD offered no comment on the request.
- D. This action amends both the City's Comprehensive Plan and Development Code. While the current Code identifies a procedure to amend the Comprehensive Plan, it does not identify a specific process to amend the Development Code language. However, provisions in Section 10.132.060 address changes to the Comprehensive Plan text. In the review, the City used these provisions as the language addresses text changes to a planning document.

VII. FINDINGS

- A. Section 10.132.060. Only the City Council or Planning Commission may initiate a text amendment. Section 10.48.120 also notes this requirement.

FINDINGS: Consistent with this requirement, the City Council initiated the proposed text amendment as part of the process to adopt the Parks Master Plan. The Commission initiated revisions to the Development Code.

- 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 Comprehensive Plan amendment, such action shall be confirmed by resolution.

FINDINGS: The amendment will follow the above noted procedure. The purpose of the hearing is for the Commission to review the request and provide a recommendation to the City Council.

- C. Section 10.132.080 outlines the application procedure, specifically requiring compliance with Section 10.128.030(C).

FINDINGS: This 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 their decision:

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

FINDINGS: The City recently embarked on a project to update the 2004 park master plan. This was necessary as the City has changed over the last 22 years and found the current plan outdated. Adoption of the new document updates the status of the park system, incorporates community concerns, identifies preferred changes to the City parks, and provides a financial basis for implementing the plan. Code amendments provide “super-siting” authority to bypass site development review procedures for park improvements that conform to adopted plan.

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

FINDINGS: In this case, the current plan is no longer relative due to its age.

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

FINDINGS: As noted, the Council (and Commission) noted the current Master Plan document is inadequate requiring the updating of material.

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 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 also 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 Plan amendment provides guidelines for the developing the park system in the future. Proposed Code amendments support the Master Plan by allowing fast-tracking park improvements.

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 the master park plan and its implementation and does not change allowed uses within the various 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 addresses changes to the master park plan and its implementation and does not alter allowed uses and associated traffic impacts within the various zones.

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 Master Plan addresses properties currently zoned and/or developed for park use.

- 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.

VIII. DECISION AND RECOMMENDATION

Based on the above findings, the Planning Commission finds the proposal complies with the applicable decision criteria and recommends City Council approval of the proposed Comprehensive Plan and Municipal Code text amendments contained in Exhibit "A."

IX. CITY COUNCIL HEARING

This Order appears as a matter of record. The Yamhill City Council will conduct a separate hearing at a date and time to be determined.

APPROVED BY A 4-0 VOTE OF THE YAMHILL PLANNING COMMISSION ON THE 21st DAY OF SEPTEMBER 2026.

DATED at Yamhill, Oregon, this 23rd day of September, 2026.

EXHIBIT A

A. Comprehensive Plan Amendment

Replace the "Findings" section of the Recreation Element of the City of Yamhill Comprehensive Plan (1999) with the following new language:

The City hereby adopts the 2026-2046 City of Yamhill Comprehensive Park System Master Plan as a supporting document to the Goals and Policies of the Recreation Element of the City's Comprehensive Plan.

B. Municipal Code, Title 10 Amendments

Replace the identified subsection item in its entirety with the following new language:

R-1 Zone

§ 10.12.040. Uses Requiring Site Development Review.

Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

R-2 Zone

§ 10.16.040. Uses Requiring Site Development Review.

Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

R-3 Zone

§ 10.20.040. Uses Requiring Site Development Review.

Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

RM Zone

§ 10.21.040. Uses Requiring Site Development Review.

Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

RLC Zone

§ 10.24.040. Uses Requiring Site Development Review.

Parks, except that open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

C-3 Zone

§ 10.28.040. Uses Requiring Site Development Review.

- (A) Public Facilities Overlay Zone uses, including municipal service facilities, public service facilities, and public park and recreation areas. Public parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Plan, are exempt from this requirement.

L-I Zone

§ 10.32.040. Uses Requiring Site Development Review.

- (A) Public Facilities Overlay Zone uses, including municipal service facilities, public service facilities, and public park and recreation areas. Open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

E-I Zone

§ 10.34.040. Uses Requiring Site Development Review.

- (A) Public Facilities Overlay Zone uses, including educational facilities, municipal service facilities, public service facilities, and public parks and recreation areas. Open space and parks identified in the adopted 2026-2046 City of Yamhill Comprehensive Park System Master Plan, and developed in accordance to the Parks Plan, are exempt from this requirement.

BEFORE THE YAMHILL PLANNING COMMISSION
Planning File CA 26-02

In the Matter of the	)	
	)	
Application of	)	1. Code Amendment – Temporary Dwellings
	)	
City of Yamhill	)	

ORDER OF RECOMMENDATION

I. NATURE OF THE APPLICATION

This matter comes before the Yamhill Planning Commission on the application of the City of Yamhill to amend Title 10 of the Municipal Code establishing new regulations for Temporary Dwellings.

II. GENERAL INFORMATION

A. Location

The application affects residential property in the City.

B. Background Information

The City seeks to amend the Yamhill Municipal Code establishing new regulations for the use of temporary dwellings. Exhibit "A" includes the specific language.

III. PUBLIC HEARING

A. Planning Commission Action

On September 21, 2026, the Planning Commission conducted a public hearing on the application. At the conclusion of the hearing, the Planning Commission voted to recommend City Council approval of the amendments, finding the proposal complied with the applicable decision criteria in Title 10 of the Yamhill Municipal Code.

B. City Council Action

The Yamhill City Council will conduct a second public hearing on the request at a date and time to be determined.

IV. FINDINGS OF FACT-GENERAL

The Yamhill Planning Commission, after careful consideration of the testimony and evidence in the record, adopts the following general Findings of Fact:

- A. The applicant is the City of Yamhill.
- B. The application affects residential property in the City.
- C. The request amends the Yamhill Municipal Code by establishing new regulations establishing new regulations for the use of temporary dwellings. Exhibit "A" includes the specific language.
- D. The review and recommendation shall be based on provisions in the Yamhill Development Code; Section 10.132.060 to Section 10.320.100.

V. APPLICATION SUMMARY

- A. Title 10, Chapter 10.84 establishes the requirements for temporary structures. There are three parts: an introduction (10.84.010), use of mobile dwellings as temporary structures (10.84.020), and using a recreational vehicle as a temporary residence (10.84.030).
- B. During their July 2026 meeting the Planning Commission discussed potential changes to these regulations. Exhibit "A" contains the proposed new language considered by the Commission at their August 2026 meeting. The following summarizes the material.

1. Section 10.08.010. The proposal revises the definition section by eliminating the outdated terms "trailer (travel or vacation)" and "travel trailer parks" and including two new definitions: "recreational vehicle parks" and "park model recreational vehicle (PMRV)." Note the term "trailer" mirrors the existing term "recreational vehicle." For this reason, RV parks replace the term "trailer park."

The new PMRV term reflects a recent trend in RVs. These units are much larger than a typical RV, often have a loft area with stairs, and designed for long-term stays. The language follows state law and specifically includes the following phrase: *A park model recreational vehicle is not a manufactured home or mobile home by ODOT by rule.* While an RV park allows PMRVs, a PMRV is not a single-family home nor qualify as one.

2. Chapter 10.84. The language changes the title, and purpose statement (Section 10.84.010), "Temporary Structures" to "Temporary Dwellings" to better reflect the purpose of the Chapter.
3. Section 10.84.02. This revised Section 10.84.020 prohibits the use of a residential trailer, recreational vehicle (including park models), mobile home, manufactured home, or prefabricated dwelling unit as a temporary dwelling in the City of Yamhill on vacant property. As noted at the July

meeting, current standards do not require the installation of a driveway, provisions for off-street parking, drainage improvements, or similar improvements otherwise required for a new dwelling on single-family lot. Locating a temporary dwelling, connecting to city services, then removing the dwelling is expensive. This gives little incentive for an owner to follow through with the six-month limit. Enforcement of the current provisions also places a financial burden on the City.

4. Section 10.84.030. RVs may be a temporary guest quarter or residence under certain conditions:
 - a. Section 10.84.030(A) - Guest Facility. Proposed regulations are similar to current ones, in that there is a 30-day limit for the use of an RV as guest quarters, and during this stay, the RV must be dependent on the residence for bathroom facilities. The only difference between current and proposed regulations is that a permit must be issued prior to locating the RV. The regulations permit up to two 30-day permits within a calendar year. Further, the language prohibits the use of a PMRVs as a guest facility.
 - b. Section 10.84.030(B) – Temporary Residence. Regulations allow the use of an RV as a temporary dwelling during the construction of a home or repair of an uninhabitable residence. The proposed rules mirror the existing regulations with two exceptions. First, there is a one-time permit processed through a Type I application. The permit remains valid for the duration of the building permit. Second, within 30 days of an occupancy permit, the owner must either remove the RV from the site or store on site in compliance with the City Code.
- C. The City submitted the required amendment notification to the Department of Land Conservation and Development. As of the date of the September Commission hearing, the DLCD offered no comment on the request.
- D. This action amends the Development Code for the City. The current document does not identify a specific process to amend the Development Code language. However, provisions in Section 10.132.060 address changes to the Comprehensive Plan text. In the review, the City used these provisions as the language addresses text changes to a planning document.

VI. FINDINGS

- A. Section 10.132.060. Only the City Council or Planning Commission may initiate a text amendment. Section 10.48.120 also notes this requirement.

FINDINGS: Consistent with this requirement, the Commission initiated the proposed text amendment with support from 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 Comprehensive Plan amendment, such action shall be confirmed by resolution.

FINDINGS: The amendment will follow the above noted procedure. The purpose of the hearing is for the Commission to review the request and provide a recommendation to the City Council.

- C. Section 10.132.080 outlines the application procedure, specifically requiring compliance with Section 10.128.030(C).

FINDINGS: This 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 their decision:

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

FINDINGS: The Commission recognized current temporary dwelling regulations may adversely impact residential areas. This may occur through residential use of a site without property facility connections, methods to control erosion, or installing appropriate improvements such as driveway aprons and driveways. Therefore, prohibiting a temporary dwelling on residential property protects the public health and safety.

There is still a need to allow use of a recreational vehicle on a temporary basis. Their use as guest quarters will continue with the change focusing on requiring permits before placement. Use of an RV as a residence during construction or repair of a home may continue. The change will now require a one-time Type I application review instead of monthly hearings before the City Council. The Commission sees this as way to streamline the process and reduce administrative costs.

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

FINDINGS: In this case, the Commission found the regulations, as group, were inconsistent with the intent of providing reasonable uses for a temporary dwelling.

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

FINDINGS: As noted, the Commission noted current regulations are inadequate or have created adverse impacts, thereby requiring a change to the Code.

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 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 also 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 amendments address specific regulations on location and use of temporary dwellings. These changes 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 regulations on location and use of temporary dwellings and does not consider a specific property.

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 addresses changes to temporary dwelling regulations and does not change allowed uses within the various zones and therefore associated traffic impacts.

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 the current impact of the regulations and determined the amendments will reduce adverse impacts on public health and safety.

- 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.

VII. DECISION AND RECOMMENDATION

Based on the above findings, the Planning Commission finds the proposal complies with the applicable decision criteria and hereby recommends City Council approval of the proposed text amendments contained in Exhibit "A."

VIII. CITY COUNCIL HEARING

This Order appears as a matter of record. The Yamhill City Council will conduct a separate hearing at a date and time to be determined.

APPROVED BY A 4-0 VOTE OF THE YAMHILL PLANNING COMMISSION ON THE 21st DAY OF SEPTEMBER 2026.

DATED at Yamhill, Oregon, this 23rd day of September, 2026.

Exhibit A

- A. Amend Section 10.08.010 (old language ~~stricken~~ new language underlined):

~~"Trailer (travel or vacation)" means a vehicle or structure equipped with wheels for highway use that is intended for human occupancy, which is not being used for residential purposes and is being used for vacation and recreational purposes.~~

~~"Travel trailer parks" means an area containing one or more spaces designed for the temporary parking and convenience of travel trailers and similar recreational vehicles.~~

"Recreational vehicle parks" means an area containing one or more spaces designed for the temporary parking and convenience of recreational vehicles, including park model RVs.

"Park model recreational vehicle (PMRV)" means a specific type of recreational vehicle in compliance with ORS 803.036 that: (1) is designed for use as temporary living quarters; (2) is built on a single chassis mounted on wheels; (3) has a gross trailer area of 400 square feet or less; (4) is more than eight and one-half feet wide; (5) complies with any manufacturing standards recognized by the Oregon Department of Transportation (ODOT) as applicable to PMRVs. A park model recreational vehicle is not a manufactured home or mobile home by ODOT by rule.

- B. Replace Chapter 10.84 in its entirety with the following:

TEMPORARY DWELLINGS

§ 10.84.010. Purpose.

The purpose of Chapter 10.84 is to provide requirements for the placement of temporary dwellings within the City.

§ 10.84.020. Use of Residential Trailers, Mobile, Manufactured or Prefabricated Dwelling Units as Temporary Dwellings.

The City shall prohibit the use of a residential trailer, recreational vehicle (including park models), mobile home, manufactured home, or prefabricated dwelling unit as a temporary dwelling on vacant land.

§ 10.84.030. Use of a Recreational Vehicle as Guest Quarters or Temporary Residence.

- (A) Guest Facilities. The City shall permit the use of a recreational vehicle (excluding park model) as temporary guest quarters on the same lot as an existing residence and subject to the following:
- (1) Such quarters remain dependent upon the residence for bathroom

facilities.

- (2) There shall be a time limit of 30 days and require a Temporary RV Permit issued by the City before locating the RV.
- (3) No more than two permits shall be issued for the same property during a calendar year.

(B) Temporary Residence During Construction. The City shall permit the use of a recreational vehicle (including park model) as a temporary residence on an individual lot during construction of a home, placement of a manufactured home, or repairs to an uninhabitable residence. This action requires a Type I review and shall be subject to the following requirements:

- (1) The recreational vehicle shall only be occupied by the owner of the lot on which the recreational vehicle is located.
- (2) The recreational vehicle shall be placed upon the lot on which a building permit for a housing unit has been obtained.
- (3) Satisfactory progress in the opinion of the Building Official must be made toward the completion of the housing unit.
- (4) The recreational vehicle shall be connected to City water and sewer service.
- (5) The recreational vehicle shall be placed to comply with any yard requirements of the zoning district in which it is located.
- (6) Unless otherwise stored on site per provisions in Section 10.72.070, the recreational vehicle shall be removed from the site within 30-days of receiving a certificate of occupancy for the residence.



CITY COUNCIL MEETING MINUTES

I. CALL TO ORDER Mayor Corrigan called the meeting to order at 6:30 p.m.

ROLL CALL

Present, In-Person: Mayor Shea Corrigan

Councilors: Tim Askey, Kim Kind, Chris Featherston, Patty Pairan

Staff Present, In-Person: Chief Greg Graven, Police Department.
Jason Wofford, Public Works Facilities Manager

Staff Present, Virtually: Angie Fowler, City Recorder

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

III. ADDITIONS UPDATES OR ADDITIONS There were no updates to the agenda

IV. PRESENTATIONS Public Works presented a plaque to King and Sons Excavation to thank them for their outstanding service any time of day or night.

V. PUBLIC COMMENT Public Comment was received by:
Jenny Morrison YDA, Yamhill, OR

VI. DEPARTMENT REPORTS C) Public Works



Public Works discussed wastewater rehabilitation, lagoon sludge assessment, water conservation, monitoring systems, curtailment data, grants, water rights, and crosswalk lighting.

B) Police Department

Police statistics and staff reports were reviewed, including Officer Livingston's field training with the county sheriff's department.

A) Administration

Financial and city recorder reports were reviewed.

The city acquired the county gravel lot for possible park use, including a veteran's memorial, farmers market space, food-cart hookups, and community events.

Monthly public meet-and-greet sessions were proposed for the first Tuesday of each month.

VII. COMMITTEE REPORTS

A) Planning Commission

Planning Commission work includes RV compliance, TSP grants, and downtown design standards.

B) Economic Development Committee

The committee reviewed community survey results and design-code recommendations. Topics included general architectural consistency, brick and wood materials, covered walkways, muted color themes, public spaces, parking, and business attractions.

The committee planned to refine recommendations with city planner and Planning Commission input.

VIII. CONSENT AGENDA

A) Minutes 8-12-26 Executive Session

B) Minutes 8-12-26 Council Meeting

C) Minutes 8-26-26 Special Council Meeting

A MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Tim Askey and seconded by Kim Kind

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



Nays (0): None

The motion carried.

IX. NEW BUSINESS

A) R2026-856 A Resolution of the City Council of the City of Yamhill Approving and Adopting a Policy for All City of Yamhill Boards, Commission, and Committees.

A MOTION TABLE THIS RESOLUTION TO THE NEXT MEETING

There was no second or vote called. The council moved on to the next item of business.

B) R2026-857 A Resolution of the City Council of the City of Yamhill, Adopting a Master Fee Schedule, Establishing Adjustment and Review Procedures, and Repealing all Previous Resolutions Inconsistent with the Fees Specified in this Schedule

A MOTION TO APPROVE RESOLUTION R2026-857 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL ADOPTING A MASTER FEE SCHEDULE, ESTABLISHING ADJUSTMENT AND REVIEW PROCEDURES, AND REPEALING ALL PREVIOUS RESOLUTIONS INCONSISTENT WITH THE FEES SPECIFIED IN THIS SCHEDULE.

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

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

Nays (0): None

The motion carried.

C) First Tuesday Council Meet & Greet Discussion

The mayor discussed bringing back the council meet & greets for a short time and seeing how it goes. He and Councilor Parian have agreed to be the first to attend.

**X. INFORMATION/
ANNOUNCEMENTS/
FOR THE GOOD OF
THE ORDER**

A) Household Hazardous Waste Clean-up Event: 9-19-26 Yamhill County Fairgrounds 9am - 12pm.



ADJOURNMENT

A motion was made to adjourn.
The meeting adjourned at 7:34 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 6:03 p.m.

ROLL CALL

Present, In-Person: Mayor Shea Corrigan

Councilors: Patty Pairan

Present, Via Phone: Councilor, Kim Kind

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

II. NEW BUSINESS

A) Consider allowing mayor to sign IGA to Mutually Support 2026 City of Amity Community Development Block Grant Project Administered by the Oregon Business Development Department, Infrastructure Finance Authority.

A MOTION TO SIGN THE AGREEMENT TO MUTUALLY SUPPORT THE 2026 CITY OF AMITY COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT ADMINISTERED BY THE OREGON BUSINESS DEVELOPMENT DEPARTMENT INFRASTRUCTURE FINANCE AUTHORITY APPROVING THE MAYOR TO SIGN.

ROLL CALL: Motion introduced by Patty Pairan and seconded by Kim Kind

Ayes (3): Corrigan, Kind, Pairan

Nays (0): None

The motion carried.

III. ADJOURNMENT

The meeting adjourned at 6:07 p.m.



City of Yamhill
A small taste of Oregon

LOCATION: Council Chambers

September 22, 2026

TIME: 6:30 p.m.

Signed,

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder

DRAFT

Memo

To: Council

From: Angie Fowler, City Recorder

Subject: Board, Commission, Committee Policy/Resolution

Council Members,

Attached for your consideration is a proposed resolution adopting a uniform policy governing all City of Yamhill boards, commissions, and committees.

As the number and responsibilities of city-appointed bodies have grown, it has become increasingly important to ensure consistency in expectations, procedures, and standards of conduct. The proposed policy establishes clear guidelines related to membership, appointments, meeting procedures, decision-making, record-keeping, and reporting requirements. Adopting a single, unified policy will strengthen transparency, improve efficiency, and ensure equitable and consistent governance across all appointed bodies.

City staff have reviewed the proposed policy and recommend its adoption. Once approved, staff will support its implementation and provide any necessary orientation or resources to affected boards, commissions, and committees.

I respectfully request that the City Council approve the accompanying resolution adopting the "Policy for City of Yamhill Boards, Commissions, and Committees."

Please let me know if you would like any revisions or additional background information prior to the meeting.



City of Yamhill

A small taste of Oregon

DR26-10 RESOLUTION R2026-856

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL APPROVING AND ADOPTING A POLICY FOR ALL CITY OF YAMHILL BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, the City of Yamhill relies on its boards, commissions, and committees to support effective governance, public engagement, and informed decision-making; and

WHEREAS, the City Council recognizes the need for consistent standards, procedures, and expectations to ensure these bodies operate transparently, efficiently, and in alignment with the City's goals and values; and

WHEREAS, the City Council has reviewed the proposed "Policy for City of Yamhill Boards, Commissions, and Committees," which establishes uniform guidelines related to membership, appointments, conduct, meetings, record-keeping, and reporting; and

WHEREAS, adopting a unified policy will help ensure accountability, clarity of roles, and equitable participation across all city-appointed bodies.

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

Section 1. Approval. The "Policy for City of Yamhill Boards, Commissions, and Committees" is hereby approved and adopted.

Section 2. Compliance. All existing boards, commissions, and committees shall comply with the requirements and procedures contained in this policy.

Section 3. Authorizations: City staff are directed to provide the necessary support and guidance to ensure smooth implementation of the policy.

Section 4. Effective Date: This Resolution shall be effective upon its approval and adoption.

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

Ayes: _____

Nays: _____

Signed:

Attest:

Shea Corrigan, Mayor

Angie Fowler, City Recorder

DRAFT



BOARD, COMMISSION, AND COMMITTEE POLICY

Onboarding Requirements, Public Meetings, Rules of Procedure, Public Records, Code of Conduct, and Social Media Conduct

Purpose

This policy establishes standardized expectations for all members appointed to boards and committees. It ensures consistent onboarding, compliance with applicable laws, transparent public meetings, responsible records management, and appropriate conduct in both official and online environments.

Scope

This policy applies to all members of advisory boards, committees, commissions, workgroups, and similar appointed bodies operating under the authority of the City of Yamhill.

Onboarding Requirements

All board and committee members must complete the following onboarding steps within 30 days of appointment:

1. Review governing documents, including:
 - The City Charter/Municipal Code
 - Enabling BC resolutions
 - Applicable statutes
2. Attend an orientation session covering organizational structure, member responsibilities, meeting procedures, ethics requirements and parliamentary procedure.
3. Complete required legal and ethics training through [OGEC](#):
 - Government Ethics for new board, commission & council members
 - Public Meetings Law
 - Conflicts of Interest & Prohibited Use of Office
4. Read/Acknowledge receipt of this policy and any related guidelines.
5. Read/Acknowledge COY Public Records/Public Meetings Handout
6. Read/Acknowledge receipt of COY Board, Commission, Committee Member Code of Conduct
7. Provide contact information for official communications.
8. Planning Commission members shall Complete a [Statement of Economic Interest \(SEI\)](#) filing with Oregon Government Ethics Commission (OGEC)

BC POLICY

Public Meetings

Boards and committees must comply with all state and local open meetings laws.

- Meetings must be publicly noticed within required timeframes and include agenda information.
- Deliberations and decision-making must occur in public unless allowed by law for closed or executive sessions.
- Minutes must be taken, approved, and retained as official public records.
- Members must avoid discussing board business with a quorum outside of properly noticed meetings.

Rules of Procedure

Each board or committee shall follow the rules of procedure adopted by the City of Yamhill or the specific body.

- A quorum must be present to conduct business.
- The chair is responsible for managing the meeting flow, recognizing speakers, and ensuring orderly discussion.
- Members must adhere to adopted parliamentary procedures or simplified rules as designated.
- Conflicts of interest must be declared before discussion and voting on affected items.
- Decisions must be made in accordance with established voting requirements.

Public Records Requirements

Board and committee documents are public records unless exempt by law.

- Documents, notes, emails, and messages related to board work must be retained and made available upon request.
- Personal devices or accounts used for official business may be subject to disclosure under public records laws.
- Confidential or exempt information must be handled according to legal requirements.

Code of Conduct

Members shall maintain professional, respectful, and ethical behavior at all times.

- Treat fellow members, staff, and the public with courtesy and fairness.
- Avoid harassment, discrimination, or hostile behavior.
- Refrain from actions that could compromise the board's integrity or public trust.
- Maintain confidentiality of legally protected information.

- Act in the best interests of the organization and avoid conflicts of interest.

Social Media Conduct

Members' online activity can reflect on the board and the organization.

- Do not represent personal opinions as official board positions unless authorized.
- Avoid discussing active board matters on social media, especially in ways that could constitute an un-noticed meeting or influence deliberations.
- Refrain from posting confidential or sensitive information.
- Maintain respectful communication and avoid inflammatory, discriminatory, or harassing language.
- If you identify as a board or committee member online, you must maintain professionalism consistent with this policy.
- Personal social media accounts are not maintained by the city. If the member chooses to post regarding city business, they will be responsible for following all applicable laws including ADA compliance and public records law. All fines associated with non-compliance are those of the individual.

Enforcement

Failure to comply with this policy may result in corrective action, including verbal or written warnings, removal from a position as allowed by law or policy, or other actions deemed appropriate by the mayor/council.

Policy Review

This policy shall be reviewed periodically and updated as necessary to remain compliant with legal requirements and organizational needs.

I certify that I have read and understand the policy for boards, committees, and commission members of the City of Yamhill. I will abide by the guidelines and complete the required onboarding within the required timeframe.

Print Name:

Signature:

Date:

Board/Committee

COY PUBLIC RECORDS/PUBLIC MEETINGS HANDOUT FOR BOARDS, COMMITTEES, AND COMMISSIONS

Oregon's open government laws promote democracy by ensuring that government conducts its business in a transparent manner. Oregon residents have a right to know how their government is spending their tax dollars and exercising the powers granted by the people. The following information is for members of city boards, committees, and commissions so they are aware of these legal requirements and how they apply to their service to Yamhill.

PUBLIC RECORDS

WHAT IS A PUBLIC RECORD?

A public record includes any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics. Public records can be in many formats, including a document, book, paper, photograph, file, or sound recording. It is important for members to be aware that any message, including emails that relate to city business are public records that belong to the public, regardless of whether they were sent or received on a public or private email system.

PUBLIC RECORDS LAW

Oregon's Public Records law is divided into two parts. The first part dictates how long a public record must be kept (retention) and requirements for its disposition. Retention is determined by the content of the record. For example, an email notification about a meeting date/time/location can be deleted after it is read; however, minutes from that meeting must be retained permanently. The second part of the law establishes every person's right to inspect any non-exempt public record of a public body. Very few records in Oregon are exempt from disclosure.

WHO IS SUBJECT TO PUBLIC RECORDS LAWS?

The law applies to every "governing" and "public" body. In Yamhill, this includes city staff, the City Council, and members of all advisory boards, commissions, and task forces.

USE OF PERSONAL EMAIL / PERSONAL DIGITAL DEVICES

Members may use privately-owned e-mail accounts or personal digital devices (PDDs) for sending and receiving messages related to city business; however, members should forward these communications to city staff, so they are retained. Members must also realize that when private accounts and PDDs are used for city business, those accounts or devices may be subject to public disclosure. Whenever city business is done on a PDD there is no expectation of privacy.

WHAT DOES THIS MEAN FOR MEMBERS?

Public records generated as part of business related to a city advisory board, committee, or commission are maintained by the city recorder. In other words, the city is charged with the responsibility for maintaining public records in accordance with the law. If you generate a public record or receive a public record from a third party, you must send it to the city staff liaison or appropriate city department staff so it may be included in the record file. For example, if your neighbor knows you are on the Planning Commission and they send you an email with information that relates to city business, simply forward a copy of that email communication to staff in the Planning Department so it may be appropriately filed and retained.

Similarly, if someone provides you with a hard-copy letter addressed to the Planning Commission, please be sure to forward it to city staff.

PUBLIC MEETINGS

WHAT IS A PUBLIC MEETING?

A public meeting is the convening of any governing body (in person, via email, via telephone, via online chat) for which a quorum (majority) is required in order to make a decision or to deliberate toward a decision *on any matter*. Reasonable notice must be provided to inform the public and all interested parties about the time, place, and agenda of public meetings. The city is committed to providing equal access to all public meetings and information per the requirements of the Americans with Disabilities Act (ADA) and Oregon Revised Statutes (ORS); accordingly, the city strives to be as accommodating as possible to ensure that all public meetings are as accessible as possible for persons with disabilities.

Governing bodies also must comply with these requirements when their members use electronic communication in lieu of face-to-face official meetings. For example, communications between a quorum of members of a governing body convening electronically are subject to the Public Meetings Law. If the communications constitute a decision or deliberation toward a decision for which a quorum is required the meeting would be subject to the Public Meetings Law. Given these requirements, the use of email and other online communication to conduct public business creates the risk of violating Oregon's open meeting laws and should be avoided.

A gathering of less than a quorum of a committee or other body is not a "meeting" under the Public Meetings Law. While a gathering of less than a quorum is not a "meeting," members should not gather (or communicate) as a group to discuss city business outside a public meeting. Such a gathering could create a "serial" quorum, may give the appearance of impropriety, and runs contrary to the policy of the Public Meetings Law which supports keeping the public informed of the deliberations of governing bodies. Discussions and decisions need to be conducted at meetings, even though it is not always convenient.

WHAT DOES THIS MEAN FOR MEMBERS?

It is important to understand what constitutes a public meeting so members do not inadvertently violate the law. Meetings scheduled by city staff will be appropriately noticed; however, online discussions by a quorum of members violate public meetings law and should not occur.

FOR MORE INFORMATION

For further reading on Oregon's public records and meetings laws, please see the Attorney General's Public Records and Meetings Manual (link below).

http://www.doj.state.or.us/public_records/manual/pages/index.aspx

If you have questions about any of the above material contact the Office of the City Recorder at a.fowler@yamhilloregon.gov or at 503-662-3511 ext. 102.

CODE OF CONDUCT FOR BOARDS, COMMISSIONS, AND COMMITTEES

Thank you for serving on a city board, commission, or committee (BC). Your participation is a critical part of our government's decision-making process. This document is designed to provide a framework to guide BC members in their actions. If you have questions about BCs contact the Office of the City Recorder at a.fowler@yamhilloregon.gov or at 503-662-3511, ext. 102.

ETHICS

As a BC member you are a public official as defined in Oregon Revised Statute (ORS) 244.020(14). This code of conduct is a supplement to existing statutes governing conduct of public officials including Oregon's ethics law; see the state's [Guide for Public Officials](#). Adherence to ethics rules includes rejecting gifts, services, or other special considerations that are only offered to you because of your service as a public official. Ethics rules may also require you to excuse yourself from participating in decisions when the financial interests of a member of your immediate family or household, or your own, may be affected by your BC's action.

CARRYING OUT BOARD DUTIES

It is important to remember that you represent the city and are held to a higher standard while performing your BC responsibilities. You may be faced with difficult decisions and situations. BC members are expected to be civil and diplomatic, and in general:

- All BC meetings are public meetings subject to the state's public meeting laws.
- You should always review materials provided in advance.
- You should always do your part to maintain the organization's transparency. Avoid even the appearance of a conflict of interest by declaring publicly if a potential or actual conflict of interest arises and take appropriate steps.
- Be aware of the public nature of written messages and e-mail. All materials created in your official capacity are subject to the state's public records laws.

Keep the following in mind when dealing with other BC members, city staff, and the public:

BC Member Conduct with One Another During Meetings

- Difficult or contentious discussions may arise. Encourage civil and constructive discourse and refrain from belligerent language, personal attacks, slanderous, threatening, abusive or disparaging comments.
- Be honest with everyone. As a BC member you are a public official and have a responsibility to conduct the BC's public business in a transparent and open manner.
- Give credit to others' contributions to the process.
- Strive to make independent, objective, fair and impartial judgments.

BC Member Conduct Outside Public Meetings

- Be respectful even in private. The same level of respect for differing points of view used

in public discussions should be maintained in private conversations.

- Private conversations can become public. As public officials, BC members should be aware that they can be the focus of public attention. Even casual conversation about city business, other public officials, or staff may draw attention and be repeated.
- Understand proper political involvement. BC members, as private community members, may support political candidates or issues but such activities must be done separate from their role as a BC member.

BC Member Conduct with the Public

- Be welcoming and respectful to speakers. For many community members, speaking in front of a BC is a new experience. BC members should listen and make comments or ask questions appropriately, respectfully, and professionally.
- Make no promises on behalf of the BC in unofficial settings. BC members may be asked to explain an action or to give their opinion about an issue. It is appropriate to give a brief overview, but overt or implicit promises of specific actions are to be avoided. In the case of quasi-judicial land use matters, additional prohibitions on communications apply, on which the Planning Commission receives further guidance.
- Be mindful of what you say. Anything said in a public meeting may end up in print. In discussions about city business with the press or through social media, be careful to not represent a personal opinion as if it were the city or BC position. In general, be careful what you post online – remember the old adage: if you don't want to see it on the front page of the newspaper don't type it or say it.

BC Member Conduct with City Staff

- Respect city staff and their role in the process. BC members should not disrupt staff from carrying out administrative duties, attending meetings, or implementing policy. BC members should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about staff.

MEETING ATTENDANCE

Members are expected to attend all BC meetings; however, the community understands that conflicts may prevent a member from attending up to 25% of the meetings a year. For these purposes, "year" refers to the twelve-month period beginning from the start date of the member's BC term.

YAMHILL MUNICIPAL CODE (YMC) AND BC BYLAWS

Some of the city's BCs were established by the City Council as authorized by the YMC and some were established by Council resolution. Each BC also has its own set of bylaws for members to follow; for specific committee bylaws see the resolution or contact the City Recorder.

DISCIPLINARY ACTION AND REMOVAL

Pursuant to Council Rules, BC members may be removed at any time by the mayor for misconduct, nonperformance of duty, or failure to obey the federal, state, or local laws. If a BC member violates this code of conduct or any applicable laws the Council may choose to take the following steps:

- 1) The BC chair, or other appropriate officer if the issue involves the chair, will meet with the member in violation.
- 2) If the issue continues, the member in violation will meet with the City Administrator or a City Council member to discuss the issue and an email about the issue will be sent to the entire Council.
- 3) If steps 1 and 2 do not resolve the issue, Council will take necessary actions to remove the member in violation from the BC as authorized by Council Rules.

IMPLEMENTATION

All BC members will review this code of conduct and affirm in writing that they understand its provisions and pledge to conduct themselves by the guidelines listed. A periodic review by Council of this document will be conducted to ensure that it is an effective and useful tool.

CODE OF CONDUCT & PUBLIC RECORDS AND MEETINGS OVERVIEW CERTIFICATION

As a member of a city board, commission, or committee (BC), I affirm that:

- ✓ I have read and understand the Yamhill Code of Conduct for Boards, Commissions and Committees, and its application to my role and responsibilities while serving on a city BC.
- ✓ I have read and understand the Yamhill Public Records & Meetings Overview for members of BCs and how my actions on behalf of the city are governed by the applicable laws of the State of Oregon.
- ✓ I pledge to conduct myself by the code of conduct.
- ✓ I understand that I may be removed from my position if my conduct falls below these standards.

Print Name:

Signature:

Date:

Board/Committee



Outlook

Resignation letter of Grant Warren

[REDACTED]

Date Mon 9/21/2026 5:28 PM

To Angela Fowler <a.fowler@yamhilloregon.gov>

September 21, 2026

Dear Angela Fowler,

Please accept this letter as my formal resignation from the City of Yamhill Planning Commission, effective immediately. It has been a privilege to serve on the board.

Due to recent personal commitments, I am no longer able to dedicate the time and focus that this role demands.

Thank you for the opportunity to work alongside such a talented team.

Sincerely,

Grant Warren



City of Yamhill

A small taste of Oregon

City of Yamhill Volunteer Application

Position Applying for:		☐ Council	☐ Committee	☐ Commission
Personal Information				
Name: Jenny Morrison				
Telephone: (503) 421-3452		Email: jennymorrison@frontier.com		
Length of Residency: 22 years				
Education:		☐ HS Diploma	☐ College Degree	
Employment:		Boehringer Ingelheim		
Government Service History				
Type:				
Position:				
Length of Service:				
Explain what background prepares you for this position:				
I have chaired this committee for the past two years and been an active member for approximately four years. I am also on the board of the Yamhill Downtown Association and committed to supporting supporting downtown and community.				
Explain why you wish to serve in this position:				
Signe		Date: 9/23/26		

Yamhill Resolution R-233 requires all Council and Committee applicants to be a resident of the City for a minimum of one (1) year prior to appointment. Yamhill Ordinance O-507 requires not more than one member of the Planning Commission be a nonresident of the City. Proof of residency may be required at time of application.



City of Yamhill

A small taste of Oregon

City of Yamhill Volunteer Application

Position Applying for:		☐ Council	☒ Committee	☐ Commission
Personal Information				
Name: Jessica L. Garcia				
Telephone: [REDACTED]		Email: [REDACTED]		
Length of Residency: 6 years				
Education: ☒ HS Diploma ☒ College Degree				
Employment: Oak Creek Family Farm (Self-employed)				
Government Service History				
Type: None				
Position:				
Length of Service:				
Explain what background prepares you for this position:				
I am an award winning and Published, wedding Planner, event Planner and designer, with a degree in Hospitality Management.				
Explain why you wish to serve in this position:				
I love Yamhill and would love to help preserve and improve our town.				
Signature: [REDACTED]		Date: 9/22/20		

Yamhill Resolution R-233 requires all Council and Committee applicants to be a resident of the City for a minimum of one (1) year prior to appointment. Yamhill Ordinance O-507 requires not more than one member of the Planning Commission be a nonresident of the City. Proof of residency may be required at time of application.