



City of Yamhill
A small taste of Oregon

Council Meeting Packet

November 8, 2023, 6:30 p.m.



City of Yamhill

A small taste of Oregon

CITY COUNCIL MEETING Wednesday, September 13, 2023, 6:30 pm MINUTES

REGULAR MEETING

1. CALL TO ORDER (6:28)

The meeting was called to order on September 13, 2023, at 6:32 p.m.

ROLL CALL

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

Staff Present In-Person: Chief Greg Graven, Police Department; Jason Wofford, Public Works; Kim Steele, City Clerk; Angie Fowler, City Recorder

2. FLAG SALUTE

3. PUBLIC COMMENT (10:46)

Cathy Phillips, 19625 NE Laughlin Rd

First, as a member of the Water Advisory Board. I see you're putting a discussion and decision on your list to do tonight and I'm hoping that we can delay it for a month of the decision so Water Advisory Board can meet as a group and go through this rate study because we haven't had the chance to do that yet.

Second, looking at the rate study, I still don't understand it all- I'm trying to- but I haven't had a lot of time to dive into it. I am concerned about the rate of the increase how fast you're going to do it. If you're going to do increments or if you're going to just do it all at once. Because it might not be mind boggling to some of the City of Yamhill people, what their rates are going to do but it is when you start looking at what it's going to do to our outside water users. We have people that are on fixed incomes the same as City of Yamhill. We're doubling our watches so that would be my request is that we kind of look at getting slower, like we've done in the past. We've done a percentage for three years in a row or something. But anyway, so that's my concern the increase is steep.

Sherry Wilson, 710 E Main St.

A couple of things. I understand you know, the outside water districts kind of needing some time when rates double I know that, in city, our rates did go up a couple of times in the last year. And we haven't read increases from our Meeting last week. I want to mention if there is I would like to know if this study has to say if we do have a water crisis again- not if but when - down the road, what provisions are going to be put in place for all the users. So, I hope that you guys are looking at that.

And, for a good news thing, I want to thank Angie so much as I am starting to see some of the compliance issues in town being taken care of. And thank Jason with improvements with the water underground issue, system and so on. And I guess that's it for now. Mr. Robert Davis.

Robert Davis, 212 N Maple

Speaking for Yamhill Neighborhood Association, there's a couple of things on my mind.

One is just a brief reminder that we will be holding "How to Survive" class this Saturday at the Yamhill Methodist church. How to survive and basically is survivalist point of view as to how to scrounge up food and water after we're cut off. Your freezer runs out of food, your refrigerator runs out of food, the store runs out of food, and you're out of food and you've got no water. So, it should be a very rousing, interesting class. Got this because I read your Federal Emergency Management Agency document.

The other thing we don't get to speak last month at this council meeting even though we submitted a request to use and so we resubmitted our five six questions probably three or four weeks ago and with Angie's request reply to a lot of our questions. Some of them got answered. Some of them weren't actually answered. We did want to speak to the council about these questions, personally. And I appreciate what she's doing. She's probably trying to thwart an awful lot of your extra work. But I would like an opportunity to speak to council in person so I will hope that next month I will put in a request to speak for Yamhill Neighborhood Association. I will be put on the agenda this time instead of forgotten or left off.

Speaking Personally, the Water Advisory Committee needs to look at the report is one thing and I believe that needs to be done. I would hope that the council wouldn't rush into a decision about the water report even though we were waiting and waiting and waiting on it and finally got it. I was glad to get it but still it needs some more digesting and need some more speaking about. I appreciate what the foundation that did the report, did. They did an excellent job and answered all of my questions were answered. Except for the outside water districts and what you're going to do with them as rate payers and whether you're going to allow the full extent of the percentage of rate increase to kick in all at once. I guess my time is up. But anyway, thank you so much for hearing me.

Patty Pairan, 215 Maple St.

So, last month Meeting I addressed the fact that I had submitted three questions a full month prior and that I got answers to them, but they weren't related to the questions that I had at all. Kay was surprised because she said she didn't know anything about them. So, she took down questions and I was surprised to not see any information on the agenda today to address those questions. One of which was potentially answered in the water town hall meeting for the water. So that when I get but the other two questions, like I say, haven't been answered at all, and I'm going to compare the fact that they haven't been answered to if somebody were to call City Hall with questions about their water bill and Kim says basic - not that you would do this because you haven't but I'm using you as an example because you asked - for basically for her to say. "Too bad so sad, I don't have time to answer and then I'll get back to you when I can." and then never getting a response. That's the same type of feeling that a lot of people have and I'm not just talking for myself- that a lot of people have within the city. As far as questions being answered. You're ignoring and a lot of people aren't coming to City Council meetings anymore. And these are people that I've spoken to over the phone that have never met them. And their response is I don't go to City Council meetings anymore because no questions are answered. And I understand that you all aren't getting paid and that you don't get paid for this but the purpose of City Council, the way I see it, is that you're here to help people understand what's going on in the city. And when you ignore that that's a detriment to City Council as a whole. But it's also an issue with the residents of this town because then they don't know anything about what's going on because they can't get their questions answered. So, it's just food for thought.

Kay Echuari

Do you mind if I speak to that? So, after the Council meeting that I took down your questions again, I wasn't part of an email thread, and then forwarded that to me. So, in in that thread was your questions and the answers and I feel that your questions were answered. And sometimes when a question is answered, it's not the answer you want to hear. But it's been answered. So, I can say that with all honesty, I really felt within that thread your questions were answered. And I'm sorry if you don't feel that way. I really am.

Patty Pairan

No, and the only reason that I say that and I'm gonna use the water. The only reason that I say that they weren't answered is because two of the questions had to do with the water. And like I say we address that already in the meeting the Town Hall meeting as far as bringing outside water districts and the other whatever the other 51 people are considered into a water district as a whole. So, in this, all talks about the water rate study doesn't pertain to my question whatsoever. The other question was transferring from one money from one department with Public Works to another to cover something else. The water rights study has nothing to do. So no, in my opinion, those weren't answered because it didn't address the two questions that I had. It referred back to the water rights study. Why? The study has nothing to do with Public Works as far as moving money from funding the water fund to the sidewalk? Because I had to do it. Yeah. So, the water rate study had absolutely nothing to do with that particular question. So anyway, that's off.

Jenny Morrison, 20051 Adcock Rd., Yamhill Downtown Association & Economic Development Committee

Speaking for Yamhill Downtown Association, Last night was very robust and very productive. We're excited about things. Our holiday happenings that are coming up. We're working on getting Christmas lights. We've got some funding and some costs from C & D Landscaping. We're going to be working with different business owners to try to see if they can also help contribute to the cost of the lights and along buildings throughout the town. For Halloween, we've got the healthy trick or treat situation can have going here or newly vacant corner and Jason We need to figure out some power I don't know if there's perhaps generators that can be had or borrowed from sitting if that's an option, but I must inquire about that as well. We want to have on how we an actual place for people to come into town and do trick or treating and have some other festivities to keep promoting the YDA.

We did some volunteering with Cycle Oregon that came through Carlton over the weekend. And we did a volunteer session here and that was that was great. And it was really encouraging to see the number of people who come through this area. And so that kind of leads into some next things with the YDA.

We talked about one of our members is involved with Cycle Yamhill County and he is involved in a scenic bikeway school bike safety education. So, we're putting that out to schools here is something that's ODOT funded and that's something that can be provided for schools to get kids trained and healthy sessions on bike safety helmets and so I think that's going to be great. And then we're also working towards a gravel bike race in the Spring. To clarify the month before or after our 5k run in May.

Speaking for the Yamhill Economic Development Committee which Robert is also on and so on. The YDA we are working on code recommendations, which I talked about here, all in the past and based on what happened last week, we know that there is definitely a sense of urgency with getting codes in place and I think the primary requests that I have on behalf of the group is to make sure that the time the task that we were given to research codes, make recommendations all in the spirit of coming up with historic designation for the town, if we still have that support, because our first look at some high risk codes first.

Donna Dempsey, 21110 NW Adcock Rd.

Here's a couple of things that maybe I missed. And because I'm just I just got the Yamhill rate study today I noticed some errors on some of their adding I guess in the first page on the executive summary on the number of connections, the total connections I have 246 And you have 523 in the City of Yamhill alone. So just not being able to dig through everything. You know yet to see everything, but it makes me question Okay, can we do this.

The other thing is, has there been as far as grants on for the city and how that's affecting you the Budget and No? Some of the other towns have gotten substantial grants that have helped them. But there are, so anybody to answer that? No Have we put in for the grants nobody so I mean, that we should be you're kind of looking at or helping out with the water system and that's

something that you're instead of putting the time into getting these grants and stuff, we're putting the burden on the people that are in the form of districts, you know, in town and out of town, and we're not doing our job for trying to help the community by putting in for these grants. So, to me, that's a big thing that baseline, you know, as far as I'm concerned, and I think that there's quite a few people that feel the same way. And that's, you know, pretty much what I would like to see work activity towards to help alleviate just the rates substantially. Thank you.

Susan Corbett Fergal, 7120 Bony Road

We're one of the outside districts and I had the opportunity to attend the meeting last week, but I just gotten the rate study and hadn't had the opportunity to go through it, so forgive me if my questions are redundant. One of the things I did question and Mr. Tice addressed this is the budget shortfall and that it included capital improvements, and those can vary. I understand that. Is there a copy of your Budget, the proposed Budget available for public for you is just a question I've had, a couple of people asked me about the city Budget or proposed Budget that we're falling short. In this water study. We're not going to meet a Budget. So, we're raising rates to accommodate that. My question is, is that Budget available, what it includes?

Mayor Potter

It does outline all of that in the in the water rate study.

Susan Corbett Fergal

Because he mentioned that removing capital improvements would not substantially help improve the situation somewhat. So, my question is based on what the scope of those capital improvements are, has there been any discussion on that option to help especially the outlying districts for not having such a huge rate increase? Anybody?

Mayor Potter

It's been all part of the discussion.

Susan Corbett Fergal

Ok. My other question was, is you mentioned that there was some discussion of an intercept with Hillsboro is there any further information available on that? I do apologize. The outer districts typically, you know, I haven't really thought to be part of the city since were not in the city. But of course, the water does affect us. So, I'm not exactly up to speed on everything. But do you have some Information on that that's available or what was the lives costs and that kind of thing?

Jason Wofford gave her a quick update on the status of the Hillsboro water line.

Susan Corbett Fergal

Thank you very much. It's just I really agree if we can possibly delay this, we've really had no time to review this. We have a very high percentage of older people on fixed incomes, this is

going to be pretty devastating. If there's any chance there can be any more discussion or a little bit of delay, I think that would be very, very good. So, I just wanted to add that comment. Thank you very much.

Lizanne Birch, 20585 NW Adcock Rd.

I'm on the board of the Pleasant View Water Company. I read the paper about last year's rates going up and the first thing I thought of was, oh my god, is that going to be us? And as Jenny said, we have a lot of older people. In our district and in our company, we have 40 I do not know if the number of the total outlying districts.

I, as a board member, I did not receive any information about this meeting of the last Meeting. I don't know how you communicate.

Cathy Phillips stated that she sent all water districts and email with the water rate study attached to it, with the contact information she had for each district.

Lizanne Birch

Okay, well, I appreciate anything that you all can do to consider the rates and I'm sure you will. It's a big problem. And we're here it's going to be a dry winter, let alone what next will be so if anybody has any ideas of how to get more water, anyplace ...

Sherri Wilson, 710 East Main

I forgot to thank the Police Department because I've seen a little more coverage out across from where I live, and people being pulled over for speeding and I appreciate that.

She went on to say that this has been going on for 2 years, so she is sorry that the outside water districts feel like this is a surprise. The water advisory committee has for 2 years been trying to come up with other ideas and there isn't going to be any more water. Thankfully Jason and Kyle and their crew have fixed leaks and made a major difference. So even though it has been hot this year, we haven't had any problems.

Shea Corrigan, Councilor

I also want to encourage everybody next question to people I feel bad that you a lot of folks here feel like you've just found out about some stuff. So just to let you know every other month the water advisory committee meets. If you're on an outside Water District, I would highly recommend that you go to those meetings and have a say so that you can determine your own futures.

First Fridays of every single month we have a meeting here in council chambers with either Mayor Potter or the council president Echuari and one of the counselors, you would have an opportunity to ask any questions that you would like as it pertains to the city and we'd be happy to get those answers back to you. And again, to those people that have questions that have been outstanding for a period of time. That's also an excellent time to ask those questions. We do have the time typically to research questions. Kim's been helpful in the past with some intricate

questions about code and the criteria that she's able to come up with answers to quite quickly. And one time that we didn't get that Angie found it the next day. So please come and talk to us. Nobody's trying to not be transparent. We're here all the time- and quite often by ourselves. So please come down.

Doug Edwards, 580 N. Maple Street

I've been using more water than I realized. So, I've got one of them new fandangled meters put in. I'm billed by start gallons and end gallons. Talking to Jason, it's cubic feet. So can't you do em' both because I can't track the water. And when did they start, if when they read it on the 25th, do they zero back out? So, there's no way a citizen can track that and I', kind of concerned when you can talk to you guys can come up with if you're billing cubic feet and you're it to gallons, how do we know? I am trying to track my usage, but I can't even have it show me the gallons on the meter.

Cathy Phillips, 19625 NE Laughlin Rd, Water Advisory Committee member.

When we started the water advisory committee and we had the water shortage two years ago, I called all the district people to actually get to call me back and I got email addresses for everybody and I've been trying to send some emails out giving you information about stuff, it's got some things that are going on. And so, if you're not, I don't know what happens to it. I just send it to one person in each district basically. You know, so I'm trying to get information out there. But what happens to that person an email, I don't know. I got I got the water rate study and sent it to everybody.

Mayor Potter asked if there were any more public comments, both in-person and online, and there were none. Public comment was closed.

4. AGENDA UPDATES OR ADDITIONS (43:52)

Mayor Potter asked if there were any updated or additions to the agenda, there were none.

5. CONSENT AGENDA (44:26)

- A. Financial Statement to Current
- B. Minutes 7/12/23 Council Meeting
- C. Minutes 8/9/23 Council Meeting

Mayor Potter

Are there any questions on anything in the consent agenda? Motion?

Kay Echuari

I make motion to approve the consent agenda.

MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Corrigan Askey, Echaury, Potter, Hedin.

Nays (0): None

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The motion passed.

6. PRESENTATIONS AND PUBLIC HEARINGS (45:02)

A. Staff Recognition

Mayor Potter asked Kim Steele to join her in front of the group.

The city wants to present you with this. [Award for 25 years of Excellence handed to Kim]

This award for 25 years of excellence presented to Kimberly Ann Steel with recognition and appreciation for your hard work, humility, generosity, and loyalty in various roles of responsibility. Your continued dedication and work ethics are exemplary. We are proud and honored to have you representing the City of Yamhill from August 31, 1998, to August 31, 2023, 25 years of service.

7. UNFINISHED BUSINESS (47:07)

A. City of Yamhill Job Step/Wage Scale

Mayor Potter

City of Yamhill jobs wage scale resolution to adopt the job/wage scale. Do any councilors have any questions.

Shea Corrigan

I do. The details within that could be changed and adjusted as we saw fit along the road? Yes. I think the ability to adjust the standards is always great with that. I could see in the future how you might want to make an adjustment here or add a different tier. You know that sort of thing as situations present themselves.

Greg Graven

I would like to expand on that as well. So, this is a step, this is the basic of what each FTE will do. If there is a merit increase, or if there's any type of increase that the supervisor can request that can still be recommended. It's more guideline that's what's going to be expected. This is very common practice amongst different organizations from the government.

Mayor Potter

Is the intention to do step one through six on an annual basis for the first six years of employment or they are on a merit basis?

Greg Graven

That would be steps annually. And then you can improve the merit in your footsteps. Or any type of other types of cases

Jason Wofford pointed out that there is a large difference between Public Works Supervisor to Public Works Director stating that the job duties could be the same, but the title is changing the dollar amount.

Greg Graven pointed out we would need to build job descriptions to coincide with what the justification would be at this point there. Job descriptions are different.

Mayor Potter

These are all in accordance with current job descriptions. So, it can be adjusted at that time it becomes necessary. It's nice to have a standard this is nice to have this so people can know what to expect.

She asked if there were any questions from Council or Staff on this. There were none.

Kay Echaury

I make a motion to approve resolution number R812. A resolution by the City Council of Yamhill Oregon, adopting the jobs step which scale for city employees.

MOTION TO APPROVE RESOLUTION R-812. A RESOLUTION BY THE CITY COUNCIL OF YAMHILL OREGON ADOPTING THE JOB STEP WAGE SCALE FOR CITY EMPLOYEES.

ROLL CALL: Motion introduced by Kay Echaury and seconded by Shea Corrigan

Ayes (5): Corrigan Askey, Echaury, Potter, Hedin.

Nays (0): None

The motion passed.

B. Water Rate Study Discussion

Mayor Potter

Last week we had the public hearing, and the community was invited to come out and share their thoughts and what they would like to see happen. Lots of discussion; lots of Information. The report writer from the Associated Water Association gave us some really good Information. There were debates on options that could be potentially implemented, how we could balance it out how we could make it equal across the board. Lots of discussion took place last week, Wednesday, in regard to this. The council was sent home to do some further reading and studying and understanding of the water rate study and the information provided and to come back with some thoughts on decisions that we would like to make.

We did ask Tim Tice to submit to the city some answers to some of our questions that we had on other options, other ways of making getting the additional funding or the additional increase without putting such a heavy burden on the residents themselves. And I don't know that he's submitted anything to us yet. We're still waiting for that. He was able to get it in a week's time. I'm not surprised. So, counsel with that. This is our time to kind of work through some of the questions that we might have that we can answer without Tim Tice. Or at least kind of just discuss what the options currently are on the table. Does anybody have thoughts on that?

Councilor Tim Askey questioned if the connections that are upcoming the Park Meadows development were accounted for in the rate study or if the number of new connections will even make a difference in the numbers.

Jason Wofford stated that these numbers were not included in the rate study, and he doesn't believe that there will be a drastic offset when these new connections are added.

Mayor Potter asked about the Merkley Grant that was included in the budget as income. We did not get that, so in addition to the \$350K that we were going to be short that is included in the study, there is also the amount that was counted on coming from the Merkley grant that we have to account for.

Jason Wofford stated that the Merkley grant was going to be used to do a low rate, low feasibility study on the transmission line from the water plant to the reservoirs and then a higher stud for the inner tie to get that.

Jason Wofford

In regard to the Grant conversation, it's just not money you can write into your budget, you can't survive off.

And this is a conversation I had probably almost a year ago with a lot of city managers sitting around the table saying: Listen. We can do everything we can to get these grants. And once we get awarded that Grant, we don't even have the magic funds in these small communities to push that grant through. It's all at a cost.

That's why we're having this discussion today. To kind of buildup that contingency fund so when we get a grant to do a reservoir project, an inner tie project, or roll water project underway. As part of it, you're taking loans. Someone stated earlier, everybody's looking at how their rates are going up about 43%. Well in essence, they are only going up 12.4%. But that 32-34% is going to the debt revenue service. We were not getting enough to do the CIP projects; it's just going into debt service.

Mayor Potter

CIP projects. Can you, for the record, for everybody, explain what that is?

Jason Wofford

CIP is a project that's, that's the Public Works, sits down with our engineering and focuses on our main failures in our system. In example, our transmission lines going one from the water plant to the reservoir. We look at that, and plan steps 1 through 12 to get it done. One being most important. We're trying to build revenue to get that set up and get that project done.

It's just projects that engineering is looking at, on an annual basis, and building a number off of that CPI. Once a project is on that CIP list it becomes more grant fundable. Because we've done the research. It's a shovel-ready project.

Yvette Potter

CIP is capital improvement projects. So, it's a list of urgent projects that need to get completed and an urgent amount and the funding to make that happen. And these projects, in this particular case, are all water systems wastewater related. So, they are for our utilities.

Jason Wofford

I always go back to this: I would much rather be having a conversation about rates than water quality or loss of water. And that's kind of where we're at, if we don't have the income generated or the matching grant, then we're going to be talking about substantial water loss or water quality problems. You have to kind of put it in a nutshell the sad reality we're in.

We're producing a gallon water for 1.2 cents. If you had to go to the store, you're buying it for \$5. So, when we're asking for hypothetically \$11.20, for 4000 gallons of water. I just don't see why we're hesitant. This is so that we can improve that water quality, improve your distribution to prove you improve your storage, get the capital projects down the road and fund a new list, and start to really get some traction here, because we all sit here and say I don't want to pay I don't want to pay, and then ten years down the road ... Your most important asset is your house. And, if I can't get water to it, there goes that asset completely. I got a little emotional about it because it's just like we put in so much effort into this and it just keeps getting pushed back. But it's down to the point where we either do it or we don't do it and we're going to win or lose period.

Mayor Potter

I appreciate your passion. It shows me that you care. And you're right and you're not and it shows it as important to you as it is to the rest. And I do expect that somebody asked earlier about the inner tie and that being the all the answer in the sky. We're going to have this tie from the City of Hillsboro it's going to give us all this water and we won't have to worry about maintaining what we have or keeping what we have working or that won't be an issue anymore, right? No, that'll still be an issue. We still have to maintain our own treatment plant. And, once we intertie the City Hillsboro can charge whatever they want, at any point in time. So, you are sitting here in this room and saying I don't want you to increase my water bill will be irrelevant. You won't have a voice because they will just charge you what they charge you and you have pay it.

Jason Wofford

You'll go from being a water producer to a distribution center. Mayor Potter did an excellent job explaining that and they will control every single ounce of culture. I mean no offense to Hillsboro. Great water quality, wonderful and great people to work with, but you will be an outside user.

Mayor Potter and Jason Wofford then discussed a couple of projects that we are in need of. One being the impound pond needing to have sediment removed and one of the water storage tanks needing to be replaced due to its age an inability to withstand a seismic event. These both having direct impact on our water storage capacity.

Jason was then asked to explain the cost of producing water vs. what everyone is paying for that water. He said that for every 1000 gallons we are producing, we are losing \$11.20. So, for every 4000 gallons, which is the base allotment, we are losing \$44.80.

Mayor Potter

So that's the reality on the other side of the reality, that we're all broke, right? It impacts everybody else, and none of us want to pay large amounts for water. However, I wouldn't want to live without my water.

Jason Wofford went on to state that there are simple things [that we need to take care of] too. We're placing a hydrant right now on highway 240. It's a \$4,000 hydrant. That's not the labor of man hours. It costs \$500 for one stick of pipe. It's the world we live in.

We're young but we're very ambitious, but at the same time, we're looking for the support of the community so we can improve this. We've done our due diligence. We've looked at every possible avenue. We've been working on this for two years; it just wasn't there... the numbers weren't there long-term.

Mayor Potter asked about the 10% increase that was suggested in the budget meeting and passed in August. Where did that put us?

Jason stated that the 10% was just to break even. It did not include any CIP projects.

There was a discussion regarding the inequality between the commercial and outside water users and the in-city residential. In the past, commercial users were just charged a meter charge and then usage. They did not get an allowance of 4,000 gallons like the city residents did. This used to equal out to about the same charges. However, now that formula is not calculating out the same which is why the commercial and outside water users are not paying the same as what the city residents are. Which means if the rate increases are split evenly, the commercial and outside districts are going to see a much higher increase.

Kay Echaury asked for clarification on the outside water districts. She asked if the increase for the city users is going to be the same for the outside water districts. They [the outside districts] just incur other costs being part of the district. Is that correct?

It was clarified that the water rate study charges the outside water districts a larger base cost, based on the size of their meter.

The other recommendation that they are waiting on from Tim Tice would give them an across the board increase for all users.

The Council discussed pausing on the increase for a month, although pausing will just delay the inevitable.

Shea Corrigan stated that he would like to see Tim's new numbers and a couple of things that have popped up along the way during the discussion. There is no limit to what to research and find out about because this affects absolutely the entire valley and I think that we have to be

100%. I know that these guys these guys need to have money to run the show. So, this can get put off long. Do you think we'd get commitment from Mr. Tice and maybe even change the council meeting next month to make sure he can be here.

The Council discussed doing another session and public hearing.

Marci Hedin noted that it is important that they make the decision. She also noted that the Water Advisory Committee hasn't had a chance to meet and talk and she would like to get a recommendation from that committee. And we want to hear them and get everyone's input before we make a decision.

The Water Advisory Committee meeting was scheduled for September 27th, with the City Council meeting for October 11th being moved up a week to the 4th of October for a quicker decision. Hopefully, there will be an additional option from Tim Tice by this time as well.

Kay Echaury

I make a motion that we postpone our water rate increase until next time.

MOTION TO POSTPONE WATER RATE INCREASES UNTIL NEXT TIME

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Corrigan Askey, Echaury, Potter, Hedin.

Nays (0): None

The motion passed.

8. NEW BUSINESS – None

Mayor Potter

No New Business. We'll Move to department reports.

9. DEPARTMENT REPORTS (1:32:09)

A. Administration

B. Police Department

Greg Graven

There's a report. Does anyone have any questions about it?

(The report was accidentally omitted by the city recorder)

Copy of report:

Department Updates to City Council

Date: 09/13/2023

Interim City Administrator:

Resolution for the City of Yamhill Employee Job Step / Wage Scale for adoption by City Council.

Working with PERS with the project nearing completion. PERS representative have been working extensively with us on the project for all employees.

Working with AccuData on a process for PERS reporting.

Coordinated with department administration to have monthly meetings for collaboration and communication. Communicating weekly with department administration on a weekly check-in.

Working with Public Works on their projects as talking points to report to the community and water users. Will be posting on the city webpage and posting flyers.

Conversation with site manager from Lawson Corporation Excavation on the progress of the Park Meadows Subdivision. They are anticipating a completion date of the end of September for their projects there.

Attended further grant training and will be working on project initiative 23-C-7 Contract Services for Consulting on Grant Funding and Grant Writing in an effort to seek out potential grants and apply for qualifying grants.

Conducted a cost analysis and worked through issues with Microsoft 365. Will be streamlining the options of users to help reduce the cost.

Yamhill Police Department:

Monthly statistics report in packet.

Corporal Van Cleave and several other first responders recognized for their life saving efforts that occurred on June 23, 2023, at the Yamhill Fire Hall on August 24, 2023.

All officers have been attending training in accordance with DPSST training standards.

Working on several updates to the policy manual.

Hiring process for new Reserve Officer(s) one in the background phase.

Yamhill City Hall:

Angie Fowler has been working on updates to the City Webpage with a great new look with it being more user friendly.

Conducted a cost analysis with Comcast and reduced the current expenses.

Working with Comcast on project initiative 23 – CH-1 for a new phone system for City Hall. Cost difference will be either an increase of about \$25.00 and or more possibly a savings of a lesser amount than the current monthly billing.

New employee hired part-time to assist City Hall staff and work on financial responsibilities.

Staff has been working on project initiative 23 – C-2 Delinquent Water Payment Process for City of Yamhill Water Users with a successful compliance of payments.

Working on the technical issues with the camera system in the council room. After troubleshooting there may be a possibility that the camera may need to be returned to determine the issue and resolved due to the glitching problems.

Yamhill Public Works:

Staff have been working within the city completing several projects. Further updates on the construction project for the Park Meadows Subdivision will be reported by Jason Wofford.

Staff have been attending training in accordance with their perspective job descriptions.

Working with Tim Tice Oregon Association of Water Utilities on the updated data of the Water Rate Study in preparation for the work session and public hearing that took place on September 6, 2023.

Greg Graven
Chief of Police
Interim City Administrator

Chief Greg Graven summarized the report for the Council.

C. Public Works

A report was submitted for Public Works and included in the packet.

Jason Wofford

Does anyone have any questions on the report?

Kay Echaury asked for clarification between the intake structure sediment removal and the sediment removal from the impound pond.

These are two different things, and the intake sediment removal has been completed and the impound pond sediment removal is scheduled for a later date. In October they're going to size the piles and try to remove that sediment manually through the creek with ATS this direction and help.

Jason Wofford

If there's no further questions regarding reports, Ill jump into completions. The sidewalk along Hwy 47 just got completed, a block of it. We're going to continue that out and complete another section down that road. So, through 200 linear feet of sidewalk repair along there. As soon as it was completed. We had a resident come by and say, "Thank you so much for your efforts here; I would avoid this area to walk every single day." So, you see things like that on the back and it just makes you kind of proud of what all of us are doing.

We are replacing 2 hydrants tomorrow. There's one more and that is operational. We never took it offline. But it is very, very hard to open that valve. What we're doing is just replacing it completely. That will be taking place tomorrow. All of our hydro valves/insert valves are completed. So, all of our isolations pointed away to 240 are now installed. With that said, so when I think it was last year, we had a valve issue. We had a leak on 240 and Balm and had to isolate, I want to say roughly maybe 110 residents and the school just because our valve situation. Now, currently, we have three Inserta valves in place. So, less residents will be shut down. We don't have to isolate the school. The school can completely function if we have a mainline break on 240.

This may be redundant information since we had the town hall meeting. But, for the residents, you're currently with the filter meter replacement is 10 times better than bottled water. Your water quality is 10 times better. I keep bringing that up just because it is pretty amazing. You're getting cleaner water than bottled water for a fifth of the price.

With that new system in place, we're saving 30 to 3200 gallons of water per day. This is conserved gallons of water during our back washes to clear that filter media.

We just surveyed for sidewalk on Hwy 47 for a safe route into J Heinrichs Park. We'll be looking to have that safe route in to the park and the nature trail and also for all southbound residents' children to get into town, so they don't have to be on highway 47 or cross through Public Works in the nature trail here.

With the project of Park Meadows, Lawson Corp has done a wonderful job. Brian Crawford has been kind of spearheading that project. He's a local resident. We're going to the upgrade and the whole subgrade on Third St. So, all of that alligating we are having those into the asphalt due to the poor subgrade will be fixed. They will be replacing 80% of that subgrade and put a much better compaction on that road.

All the wastewater is currently tapped in, and all the distribution is done on that project. They're getting ready to pave within the month and I think they will be getting ready to build homes.

Mayor Potter and Jason Wofford also discussed how the park would tie into the new development and what the parking will look like.

Mayor Potter asked Jason how the Third Street Project in September will that impact the residents. He stated that the construction will continue. It will most likely be 4 ft of shoulder work and they will just have to route traffic around it.

Mayor Potter also asked about the new prospective signage going in. and Jason explained that is to make that solar crosswalk push button. The price is around \$11,400.

Mayor Potter asked if there were any questions from council. There were none.

10. COMMITTEE REPORTS

A. Planning Commission

Chairman, Ken Moore, stated that their work with UGB is ongoing and they are also starting to start reading and going through planning codes at their meetings.

The next items that they will be working on is the Formula Business code, the Nuisance Lighting code. The EDC is working on fast-tracking certain codes and conducting research to make the recommendations to the Planning Commission. They have found information on a about a community heart and soul program. It's a nonprofit that works across the country so you can get into that, and the idea is to get input from the community members. So, what this will do is going to help solicit input from the community and organize fashion or at least try to get input and then identify what matters most everybody.

Ken asked the mayor what the urgency would be in the difference items they are working on. Mayor Potter stated that the urgency would be on business-related codes, lighting, distance, signage, etc.

Ken stated that Walt Wendolowski has also been working on putting together the sample FOG Ordinance and Short-Term Rental Ordinance for suggestion to the council.

B. Water Advisory Committee

There was no Water Advisory Committee meeting in August – No one was at the council meeting to report.

11. COUNCIL REPORTS

Mayor Potter spoke of attending the YDA Meeting recently, and they talked about space planning. She referred them to Jason Wofford regarding the vacant lot activities and they also are working on getting the business Christmas lights organized set up for this year. They are looking for money to help cover the cost of the Christmas lights.

Mayor Potter asked about the \$1000 from the MOU with the fire department. It is her understanding that they do not use that.

Councilor Marci Hedin stated that this year they would possibly be restringing all of the Christmas lights and would need that money to do that.

They decided that they would look into the MOU and see if this money can be transferred to the YDA if not used at the fire department.

Councilor Shea Corrigan reported that, this month, at the park they will be having sort of end-of-summer derby race. It's going to be kind of cool. It will include a car show with high powered Dodges. It will start at noon and go through to 5 pm. After there will be a dance at the Yamhill Bar & Grill. They will also be doing the drawing for the shot gun raffle tickets that will be used to help the YDA pay for Christmas lights.

No other Councilors had anything to report.

12. INFORMATION AND ANNOUNCEMENTS

Mayor Potter informed of the point revision letter determination doc. From the Federal Emergency Management Agency updated Information on the floodplain for the Yamhill River South of the City

Chief Graven also spoke of creating a resolution for the city of Yamhill to call for repeal of ballot measure 110.

13. ADJOURNMENT

Kay Echauri made a motion to adjourn. The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Angie Fowler, Recorder

STAFF MEMORANDUM

TO: Yamhill Planning Commission

FROM: Walt Wendolowski, Consulting City Planner

SUBJECT: Fats, Oil and Grease Regulations

DATE: October 9, 2023

I. **BACKGROUND**

At the September meeting, the Planning Commission established work priorities for the coming fiscal year. One such item was regulations regarding Fats, Oils and Grease (FOG). Attached to this memorandum (Exhibit "A") is a draft ordinance regulating FOG.

In requesting information on the Oregon Planner's Network for possible FOG regulations, the City of Milwaukie code was mentioned by several people. That code is found in Exhibit "A", modified for Yamhill, and reviewed in the following sections.

- A. **3.66.010. Purpose.** This is the introductory provision. The regulations maintain the public health and welfare and ensure maintenance and operations of the sewerage treatment facility.
- B. **3.66.020. Applicability.** The regulations apply to all food service facilities.
- C. **3.66.030. Definitions.** This section established the definitions. Specifically note "food service facility."
- D. **3.66.040. Grease Interceptor/Trap Required.** Unless otherwise exempted, grease interceptors or traps are required on all food service facilities. They are required in new facilities and the installation and operation must comply with Building regulations. Existing systems may be maintained provided they operate properly. However, they must be replaced if they are undersized, do not operate properly or kitchen modifications are planned.

Businesses that do not have a grease trap may continue operation, provided they obtain an exemption. This exemption is limited to food service facilities that contribute little or no FOG to the system. One example may be a sandwich shop.
- E. **3.66.050. Maintenance of Grease Interceptor/Trap Required.** The mechanisms must be maintained with a routine maintenance schedule and with records on inspection dates.
- F. **3.66.060. Disposal of Wastes From Interceptors and Traps.** Waste disposal must conform to DEQ regulations and is limited to specific waste sites.

- G. **3.66.070. Collection, Storage, and Disposal of Waste Grease and Solids.** Waste grease should be collected and stored and disposed of through a waste grease service company.
- H. **3.66.080. Clean-up of Spilled Grease and Oil.** Spills must be cleaned up and disposed of properly. If the City must complete the clean-up, they may assess recovery fees.
- I. **3.66.090 Use of Chemicals and Other Additives.** Chemicals or other additives cannot be added to the interceptor/traps.
- J. **3.66.100. Right of Access.** The City has the right to inspect facilities and may collect samples.
- K. **3.66.110. Enforcement.** This Section covers the enforcement procedures including civil penalties. Owners may also be required to install systems if necessary.
- L. **3.66.120. Best Management Practices.** This is an advisory Section, identifying best practices information.

II. SUMMARY COMMENTS

As we previously discussed, these are public works regulations and not related to planning (Municipal Code Titles 10 and 11). Jason Wofford reviewed and supported the material. Currently, the only action by the Commission is to suggest/recommend the Council consider the language.

As a suggestion, it may be appropriate for the City to consider some type of grant program to assist affected business facing required facility improvements.

CITY OF YAMHILL

CHAPTER 3.66 FAT, OIL, AND GREASE CONTROL

3.66.010. Purpose

In order to provide for the public health and welfare, to ensure the adequate maintenance and operability of the wastewater collection and treatment infrastructure, and to comply with the laws and regulations of the State of Oregon, and the United States, it is necessary to set uniform requirements for all users of the City's sanitary sewer system to include, but not limited to, the following:

- A. To establish the appropriate authority for the City to condition or deny discharges to the City sewer system;
- B. To prevent the introduction of excessive amounts of grease into the City sewer system;
- C. To prevent the clogging or blocking of the City sewer lines due to grease buildup that cause backup and flooding of streets, residences, and commercial buildings;
- D. To implement a set of procedures to recover the costs incurred when grease blockages require the City to engage in cleaning and maintenance of sewer lines and the disposal of grease blockages;
- E. To implement a procedure to recover costs from the parties responsible for contributing waste products to the City system for the cost of any liability incurred by the City for damage caused by grease blockages resulting in the flooding of streets, residences, or commercial buildings;
- F. To establish enforcement procedures for violations of any part or requirement of this section; and
- G. To establish the authority for the City to carry out routine and nonroutine monitoring (sampling and inspections) of the grease traps of any food service facility either in the City or outside, that contributes waste products that enter the City system.

3.66.020. Applicability.

The terms and conditions of this section shall apply to all food service facilities.

3.66.030. Definitions.

The following terms and definitions shall apply:

City. The City of Yamhill Oregon, employees of the City, or an authorized agent of the City.

Discharger. The food service facility discharging gray water to the City sewer system.

FOG best management practices. Practices undertaken at food service facilities have proven effective to minimize the adverse impacts of the discharge of fats, oil, and grease into the municipal wastewater systems and the environment.

Food service facility or facility. Any business which prepares and/or packages food or beverages for sale or consumption, on or offsite, with the exception of private residences. Food service facilities shall include, but are not limited to, food preparation facilities, food courts, food manufacturers with an average daily discharge volume of up to twenty-five thousand (25,000) gallons per day, food packagers, restaurants, cafeterias, grocery stores, convenience stores, coffee shops, bakeries, lounges, hospitals, hotels, nursing homes, churches, schools, and all other food service facilities not listed, herein.

Garbage disposal. A device which shreds or grinds up waste materials into smaller portions for discharge into the City's sanitary sewer system.

Gray water. All of the liquid contained in a grease interceptor that lies below the floating grease layer and above the food solids layer.

Grease. A material either liquid or solid, composed primarily of fat, oil, and grease from animal or vegetable sources. The terms "fats, oils, and grease (FOG)," "oil and grease," or "oil and grease substances" shall all be included within this definition.

Grease interceptor or interceptor. A device located underground and outside of the food service facility designed to collect, contain, or remove food wastes and FOG from the waste stream while allowing the balance of the liquid wastes (gray water) to discharge to the wastewater collection system by gravity. Interceptors shall have at least one (1) inspection hatch on the top surface to facilitate inspection, cleaning, and maintenance.

Grease trap or trap. A device located in a food service facility or under a sink designed to collect, contain, or remove food wastes and FOG from the waste stream while allowing the balance of the liquid waste (gray water) to discharge to the wastewater collection system by gravity. Traps shall have a removable lid on the top surface to facilitate inspection, cleaning, and maintenance.

Grease trap service company. A person or company who provides maintenance services for grease traps and interceptors. Maintenance services include cleaning, minor repairs, FOG, and solids removal from the interceptor, and transport of the removed material to an appropriate recycling or disposal facility.

Waste grease. Fats, oils, and grease that can be collected following use and prior to discharge to the sewer or interceptor. Waste grease is collected from pans, deep fat fryers, and cooking grills.

3.66.040. Grease Interceptor/Trap Required

A. General Requirements

Except as provided otherwise in this subsection, grease interceptors and/or traps shall be provided by the food service facility owner to prevent FOG from entering the sanitary sewer system. The owner shall provide documentation and/or calculations on all sizing and model selections to Yamhill County Building Department for approval prior to installation. The grease interceptor or trap shall be easily and safely accessible for cleaning and inspection. All prospective grease interceptor or trap users must provide manufacturer's capacity data and an

estimate of the product rate at the facility that is within the capacity of the grease interceptor or trap to be approved by the Yamhill County Building Department.

B. Existing Facilities

For the purposes of sizing and installation of grease interceptors/traps, all food service facilities existing within the City's sewer system service area, whether within, or without, the City limits, prior to the effective date of the ordinance codified in this section shall be allowed to operate and maintain existing grease interceptors/traps provided their grease interceptors or grease traps are maintained in efficient operating conditions.

Except as provided otherwise in this subsection, on or after the effective date of the ordinance codified in this section, the City shall require an existing food service facility to install, operate, and maintain a new grease interceptor or trap that complies with the requirements of this section or to modify, repair, or replace any noncompliant interceptor or trap within ninety (90) days of written notification by the City when any one (1) or more of the following conditions exist:

1. The facility does not have a grease interceptor or trap;
2. The facility has an undersized, nonrepairable, or defective grease interceptor or trap;
3. Remodeling of the food preparation or kitchen waste plumbing system is performed which requires a building permit to be issued by the City; or
4. The existing facility does not have plumbing connections to a grease interceptor or trap in compliance with the requirements of this section, or current building codes.

C. New Facilities or New Interceptor Installations

Grease interceptors or traps shall be located in the food service facility's lateral sewer line between all fixtures which may introduce grease into the sewer system and the connection to the City's wastewater collections system. Garbage disposals, dishwashers, and restrooms shall not be plumbed to the grease interceptor. Automatic hood washers, floor drains in food preparation and storage areas shall be plumbed to the grease interceptor. Sanitary facilities (restrooms) shall not be plumbed to the grease interceptor under any circumstance.

D. Pre-existing Operations.

A food service facility operating prior to the effective date of the ordinance codified in this section may apply for an exception to the requirement that it install a grease interceptor or grease trap under the following conditions:

1. That application be made in writing to the City requesting an exemption;
2. That an exemption be granted only for a food service facility that produces a minimal amount of FOG;
3. That the determination that a minimal amount of FOG is being produced shall be based on a comparison of the food service facility's production of FOG as compared to all food service facilities subject to the provision of this section. In determining the production of FOG relative to other food service providers, inferences may be drawn from a comparison of the total amount

of discharge to the wastewater system, the volume of products likely to produce a heavier concentration of FOG, and the active employment of practices that remove FOG prior to its discharge to a grease trap or grease interceptor;

4. That the burden of proof is on the food service facility's owner/operator;
5. That the intention of this exception is to provide relief only to those whose production and discharge of FOG would not constitute more than a minor contribution to the system;
6. That the food service facility's owner/operator consents to an annual review and inspection at which it shall be determined whether the food service facility has implemented changes that increase its production of FOG; and
7. That the exception may be unilaterally revoked pursuant to any requirement of the State of Oregon, or the United States whose effect is to require a grease trap or grease interceptor.

3.66.050. Maintenance of Grease Interceptor/Trap Required

A. Maintenance

All grease interceptors and grease traps shall be continuously maintained in satisfactory and effective operational condition by the discharger at the discharger's expense. Typically maintenance consists of the removal of floatable solids and settleable solids collected in the grease interceptor/trap; and the cleaning of the walls and piping.

B. Routine Maintenance Schedules

The discharger is responsible for establishing a routine maintenance schedule that includes the routine removal of floatable and settleable solids and cleaning of the interceptors/traps. The maintenance frequency should be such that the interceptor/trap does not allow fats, oils, grease, and food solids to leave the interceptor and enter the City sewer collection system. The amount of time between pumping and cleaning services is dependent on the volume of wastes discharged, the volume of the interceptor/trap, and the physical integrity of the interceptor/trap structures and piping. It is the discharger's responsibility that the interceptors/traps are routinely inspected and repaired as needed.

C. Record Keeping Requirements

The discharger is responsible for maintaining appropriate maintenance records that document the routine pumping, cleaning, and repairs made to interceptors and traps. Where the discharger hires a grease trap service company to clean the interceptor/trap and remove and dispose of the accumulated grease and solids, a copy of the pumping manifest or billing must be retained with the maintenance records. Where the discharger does not hire a grease trap service company the discharger shall maintain a receipt for proper disposal of the accumulated FOG and solids. All maintenance records should include at a minimum the following information:

1. Name of facility;
2. Date service performed;

3. Total volume of the interceptor/trap;
4. Total volume of material removed from the interceptor/trap;
5. List of all deficiencies identified from an inspection of the empty interceptor/trap;
6. Name and address of the grease trap service company;
7. Name and address of final disposal site;
8. Signature of the grease trap service company employee performing the work, if applicable;
9. Signature of the discharger's employee observing and accepting the services;
10. Receipt for payment for proper disposal of FOG and solids, if such services are not provided by a grease trap service company.

D. Record Retention

All grease interceptor/trap maintenance records shall be retained for a period of no less than three (3) years. These records shall be retained at the food service facility and shall be made available for inspection by the City.

3.66.060. Disposal of Wastes From Interceptors and Traps

Storage, handling, transportation, and disposal of all wastes from interceptors/traps shall be performed in accordance with applicable federal, State, and local regulations that pertain to the type and/or class of waste. Materials removed from waste interceptors/traps must be disposed of at State of Oregon Department of Environmental Quality (DEQ) designated locations for those specific type wastes. Materials removed from waste interceptors/traps shall not be discharged to the City sanitary sewers or storm drains.

3.66.070. Collection, Storage, and Disposal of Waste Grease and Solids

Dischargers are encouraged to collect excess oil and grease from deep fat fryers, pots, and pans prior to washing. This waste grease and oil should be collected and stored in appropriate containers that are appropriately labeled. The collected waste grease and oil should be collected by a waste grease service company for disposal. In no case shall the discharger dispose of deep fat fryer oils and other collected waste greases and oils by discharge to the grease interceptor/trap or to the City sewer system.

3.66.080. Clean-up of Spilled Grease and Oil

The discharger shall clean up all spilled grease and oil using appropriate tools including a mop and bucket. Bucket contents may be discharged to the grease interceptor/trap, and solid greases and oils that can be manually picked up should be held in the waste grease collection containers for final disposal. In no instance shall spilled grease and oils be washed to the stormwater drains. If the City is required to clean up a grease and oil spill generated by a discharger, the City is authorized to assess cost recovery fees to the discharger for all reasonable documented costs associated with the clean-up.

3.66.090 Use of Chemicals and Other Additives

The use of chemicals, emulsifying agents, enzymes, microorganisms, and/or other additives that are added to the grease interceptors/traps to reduce or eliminate the

pumping and cleaning of the interceptor/trap is prohibited. Dischargers currently using a chemical or other additive must halt such use immediately on the effective date of the ordinance codified in this section or be subject to citation and fine under subsection 3.66.110 of this Chapter.

3.66.100. Right of Access

The City, employees of the City, or authorized agents of the City, have the authority to enter the property of the discharger to conduct inspections of the entire facility, including the interceptors, traps, cooking and storage areas, restrooms, offices, service areas, and other areas of the facility. The City is also authorized to collect samples of any waste stream, including the discharge from the facility and the interceptors and traps. The City may obtain search warrants for inspection and sampling purposes. Failure to grant access may result in the suspension of sewer and water services provided by the City.

3.66.110. Enforcement

A person failing to comply with the provisions of this section is subject to the short form uniform citation and complaint method and enforcement procedures within Chapter 1.08 of this code. In addition to these enforcement actions the City is authorized to take the following actions to achieve compliance to this section:

A. **Mandatory Interceptor/Trap Service**

The City may issue an order requiring the discharger to conduct interceptor/trap maintenance services within a mandatory time period. The cost of the services shall be the direct responsibility of the discharger.

B. **Mandatory Interceptor/Trap Service Schedule**

The City may impose a mandatory pumping and cleaning schedule to assure the proper maintenance of an interceptor not properly maintained by the discharger. The cost of the services shall be the direct responsibility of the discharger. Mandatory service schedules may cover a time period of up to three (3) years.

C. **Cost Recovery**

The City may assess the discharger the amount of those expenditures made by the City to clean up or prevent sewer blockages and overflows caused by the discharge from that discharger. The City may also recover costs associated with any testing performed for reasons associated with violations or repeat offenders.

D. **Civil Penalties**

A person found to have committed a violation of this title shall be assessed a penalty of not more than five hundred dollars (\$500.00) per day per violation, for violations of this section.

E. **Emergency Suspensions**

The City may immediately suspend a discharge and/ or water services, after informal notice to the discharger, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons.

3.66.120. Best Management Practices

The application of best management practices that have been developed to minimize the adverse impacts of fats, oil, and grease discharge is encouraged for all food service facilities and businesses in the City. The City suggests that food service facilities become familiar with and implement those practices published in Chapter 3 of the Oregon Association of Clean Water Agencies publication, "Fats, Oil and Grease Best Management Practices Manual."

STAFF MEMORANDUM

TO: Yamhill Planning Commission

FROM: Walt Wendolowski, Consulting City Planner

SUBJECT: Short-Term Rental Regulations

DATE: October 9, 2023

I. **BACKGROUND**

At the September meeting, the Planning Commission established work priorities for the coming fiscal year. One item was the creation of short-term rental requirements for the City. Working with the Carlton regulations was previously suggested. A revised document for Yamhill is attached and briefly reviewed below:

8.16.010 Definitions. Applicable definitions are found in this Section. Note the provisions are limited to transient lodging (hotel, motel, short-term, etc.) and do not apply to housing rentals.

8.16.020 Tax imposed. The transient rental tax is 7%. The occupant shall pay the TLT with the rent to the transient lodging tax collector. The transient lodging tax collector shall maintain records of all rent charged and TLT payments received.

8.16.030 Collection of tax by transient lodging tax collector. The transient lodging tax collector shall collect the TLT at the time rent is paid and holds the monies in trust for the City. The transient lodging tax collector is liable for any TLT that should have been collected from the occupant, except in cases of nonpayment of rent by the occupant. Note – the transient tax collector can also be the operator of the short-term rental.

8.16.040 Short-term rental hosting platform fees. For a hosting platform for short-term rentals (e.g., Air BnB) to collect a booking fee, the rental must be registered with the City.

8.16.050 Liability for tax. Whether locally operating or through a booking firm, They are both transient lodging tax collectors and liable for the tax.

8.16.060 Exemptions. Shelters, clinics, hospitals, long-term care facilities, non-profit camps facilities, and apartment/housing rentals are exempt from the regulations.

8.16.070 Registration of transient lodging provider, form and contents, execution, certification of authority. Registration is required and must be renewed annually. The registration certificate cannot be transferred and must be surrendered if the business is sold or closes.

8.16.080 Remittances and returns. This Section outlines the administrative provisions. Applicable forms must be submitted monthly and provide information required by the City. Payment must accompany the submittals.

8.16.090 Penalties and interest. This Section covers the penalties and interest that may accrue if required tax fees are not paid.

8.16.100 Deficiency determination, fraud, evasion, local tax trustee delay. This Section notes forms and payments submitted may be audited. This may involve a refund or the need for additional payment. This Section also addresses fraud and potential liabilities.

8.16.110 Redeterminations. This Section effectively allows an audit to be challenged (redetermination).

8.16.120 Collections. The City may bring legal action for collections, including attorney fees.

8.16.130 Liens. *The* City also has the authority to lean property for non-payment.

8.16.140 Refunds. Operators may request a refund for overpayment. This may include granting credit.

8.16.150 Administration. This is a critical Section: 70% of the revenue must be used for tourism promotion, while 30% may be used for City services (general fund). Records must be kept and may be audited.

8.16.160 Appeals to city council. A tax administrator's decision may be appealed to the City Council. Appeal provisions are found here.

8.16.170 Penalty. Penalty provisions are found here.

II. SUMMARY COMMENTS

It is interesting to note there are no separation requirements, i.e., distance between short-term rentals. This may not be an issue, but something to consider. What you want to avoid is allowing the concentration of short-term rentals which may affect a neighborhood's quality of life.

As we discussed, these are administrative or finance regulations and not related to planning (Municipal Code Titles 10 and 11). This, above all, is a tax generating program and it is suggested the City works out the administrative procedures before considering adoption, or work with Carlton to review how their program is operated.

Chapter 8.16 TRANSIENT LODGING TAX

8.16.010 Definitions.

The following definitions apply in this chapter.

Occupancy. The right to the use or possession of any space in transient lodging for dwelling, lodging, or sleeping purposes for less than thirty (30) days.

Occupant. Any individual who exercises occupancy or is entitled to occupancy in transient lodging for a period of thirty (30) consecutive calendar days or less, counting portions of calendar days as full days.

Person. Any individual, firm, partnership, joint venture, limited liability company, corporation, limited liability partnership, association, host, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

Rent. The consideration paid or payable by an occupant for the occupancy of space in transient lodging valued in money, goods, labor, credits, property, or other consideration. If a separate fee is charged for services, goods or commodities and the fee is optional, that fee is not included in rent.

Short-term rental. A house, duplex, multi-plex, apartment, condominium, houseboat, trailer or other residential dwelling unit where a person rents a guest bedroom or the entire residential dwelling unit for transient lodging occupancy. Generally, a short-term rental is zoned residential or has a building occupancy that only allows for residential use.

Short-term rental hosting platform. A business or other person that facilitates the retail sale of transient lodging by connecting occupants with transient lodging providers, either online or in any other manner. Short-term rental hosting platforms are transient lodging intermediaries.

Tax administrator. The tax administrator of the City of Yamhill, or designee, which may include the Oregon Department of Revenue. If the city utilizes the Oregon Department of Revenue as its tax administrator, it will comply with ORS 305.620 in that it will follow the rules adopted by the Department of Revenue regarding the administration, collection, enforcement, and distribution of transient lodging taxes.

Transient lodging or transient lodging facilities. Includes the following:

- (1) Hotel, motel, and inn dwelling units that are used for temporary overnight human occupancy;
- (2) Spaces used for overnight parking of recreational vehicles or placement of tents during periods of human occupancy; or
- (3) Houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units that are used for temporary human occupancy.

TLT. Transient lodging tax.

Transient lodging provider. A person that furnishes transient lodging.

Transient lodging intermediary. A person other than a transient lodging provider that facilitates the retail sale of transient lodging and:

- (1) Charges for occupancy of the transient lodging;
- (2) Collects the consideration charged for occupancy of the transient lodging; or

- (3) Receives a fee or commission and requires the transient lodging provider to use a specified third-party entity to collect the consideration charged for occupancy of the transient lodging.

Transient lodging tax collector. A transient lodging provider or transient lodging intermediary.

8.16.020 Tax imposed.

- A. Effective July 1, 2024, each occupant shall pay a TLT in the amount of seven percent of the rent. The occupant shall pay the TLT with the rent to the transient lodging tax collector. TLT amounts shall be rounded down to the nearest cent. The transient lodging tax collector shall maintain records of all rent charged and TLT payments received. If rent is paid in installments, a proportionate share of the TLT shall be paid by the occupant to the transient lodging tax collector with each installment unless the occupant pays the entire amount with the first payment.
- B. Bills, receipts, or invoices provided to occupants shall list the TLT separately and must accurately state the amount of tax. All amounts listed as TLT on invoices, bills or receipts must be reported as TLT and, after collection, must be turned over to the city, less the five percent administrative charge.

8.16.030 Collection of tax by transient lodging tax collector.

- A. Every transient lodging tax collector shall collect the TLT at the time rent is paid unless an exemption applies. If payment is by credit card, for purposes of this section, payment is made at the time credit card information is provided to the transient lodging tax collector, not when the transient lodging tax collector ultimately receives credit for the transaction. While holding the payment in trust for the city, a transient lodging tax collector may commingle the tax proceeds with the transient lodging tax collector's funds, but the transient lodging tax collector is not the owner of tax proceeds, except that, when a return is filed, the transient lodging tax collector becomes the owner of the administrative fee authorized to be retained. Transient lodging tax collectors may choose to file returns and remit payment based on amounts accrued but not yet collected. The transient lodging tax collector is liable for any TLT that should have been collected from the occupant, except in cases of nonpayment of rent by the occupant.
- B. Upon request of the city, transient lodging tax collectors must provide all physical addresses of transient lodging facilities within the city limits and the related contact information, including the name and mailing address, of the general manager, agent, owner, host, or other responsible person for the location.

8.16.040 Short-term rental hosting platform fees.

A hosting platform for short-term rentals may collect a fee for booking services in connection with short-term rentals only when those short-term rentals are lawfully registered as operators with the city and possess a certificate of authority at the time the short-term rental is occupied.

8.16.050 Liability for tax.

Transient lodging providers who receive any portion of the rent for transient lodging and transient lodging intermediaries that provide booking service are both transient lodging tax collectors and are jointly and severally liable for the tax.

8.16.060 Exemptions.

No TLT shall be imposed upon:

- A. A dwelling unit in a hospital, health care facility, long-term care facility or any other residential facility that is licensed, registered or certified by the Oregon Department of Human Services or the Oregon Health Authority;
- B. A dwelling unit in a facility providing treatment for drug or alcohol abuse or providing mental health treatment;
- C. A dwelling unit that is used by members of the general public for temporary human occupancy for fewer than thirty (30) days per year;
- D. A dwelling unit, the consideration for which is funded through a contract with a government agency and the purpose of which is to provide emergency or temporary shelter;
- E. A dwelling unit at a nonprofit youth or church camp, nonprofit conference center or other nonprofit facility; or
- F. A dwelling unit that is leased or otherwise occupied by the same person for a consecutive period of thirty (30) days or more during the year. The requirements of this subsection are satisfied even if the physical dwelling unit changes during the consecutive period, if:
 - (1) All dwelling units occupied are within the same facility; and
 - (2) The person paying consideration for the transient lodging is the same person throughout the consecutive period.

8.16.070 Registration of transient lodging provider, form and contents, execution, certification of authority.

- A. Every person engaging or about to engage in business as a transient lodging provider shall provide a completed registration form to the tax administrator within fifteen (15) calendar days after commencing business. The registration form shall require the transient lodging provider to provide the name of the business, any separate business addresses, and other information as the tax administrator may require to implement this chapter. Transient lodging providers who own or operate transient lodging facilities in City of Yamhill shall provide the address of the lodging facility. The registration form shall be signed by the transient lodging provider. The tax administrator shall, within fifteen (15) days after registration, issue without charge a certificate of authority to collect the TLT. The transient lodging provider's obligation to collect the TLT is imposed once rent for transient lodging is paid, even if the registration form has not been filed or if the certificate has not been issued. If the rent transaction is facilitated online, the certificate of authority must be able to be viewed by the occupant by clicking on a link to the certificate of authority at a reasonable place during the payment transaction.
- B. Certificates shall be non-assignable and non-transferable and shall be surrendered to the tax administrator when the business is sold or transferred or

when a transient lodging facility ceases to operate at the location specified in the registration form. Each certificate issued to a transient lodging provider for a specific lodging facility shall be prominently displayed at the lodging facility and include:

- (1) The name of the transient lodging provider;
- (2) The address of the transient lodging facility;
- (3) The date the certificate was issued; and
- (4) The certificate number as assigned by the tax administrator.

8.16.080 Remittances and returns.

- A. Transient lodging tax collectors must submit a completed tax return form to the tax administrator on or before the last day of the month following the end of each calendar quarter, reporting the amount of tax due during the quarter and accompanied by remittance of all tax collected, less a five percent administration fee. The return shall be filed in such form as the tax administrator may prescribe. The tax administrator, if they deem it necessary in order to insure payment or facilitate collection by the City of the amount of taxes in any individual case, may require returns and payment of the amount of taxes on other than monthly periods.
- B. The transient lodging tax collector is entitled to the administration fee. If a transient lodging facility has multiple owners, they are not entitled to retain additional fees.
- C. Remittances are delinquent if not made by the last day of the month in which they are due.
- D. Returns shall show the gross rents collected, taxable rents, the total amount of TLT collected and the amount of the administrative fee retained by the transient lodging tax collector. Returns shall also show the exempt and excluded rents and the basis for exemptions and exclusions.
- E. The person required to file the return shall deliver the return, together with payment of the amount of the tax due, to the tax administrator, to the appropriate office, either by personal delivery, by mail, or by electronic tax return filed through a reporting and payment portal furnished by the tax administrator, or its designee. If the return is mailed, the postmark shall be considered the date of delivery.
- F. The tax administrator may extend the time for making any return or remittance of the tax by up to thirty (30) days. No further extension shall be granted, except by the city council. Any transient lodging tax collector to whom an extension is granted shall pay interest at the rate of five percent per month on the amount of the remittance due without proration for a fraction of a month. If a return is not filed, and the remittance and interest due is not paid by the end of the extension granted, then the interest shall become a part of the tax for computation of penalties.

8.16.090 Penalties and interest.

- A. Interest shall be added to the overall tax amount due at the same rate established under ORS 305.220 for each month, or fraction of a month, from the time the return to the tax administrator was originally required to be filed to the time of payment.
- B. If a transient lodging tax collector fails to file a return or pay the tax as required, a penalty shall be imposed in the same manner and amount provided under ORS 314.400.

-
- C. Every penalty imposed, and any interest that accrues, becomes a part of the financial obligation required to be paid and remitted to the tax administrator.
 - D. Taxes, interest, and penalties paid to the tax administrator under this section shall be distributed to the city's transient lodging tax fund.

8.16.100 Deficiency determination, fraud, evasion, local tax trustee delay.

- A. Deficiency Determination. The tax administrator may review tax returns and adjust the amount due based on the information in the return, on information obtained during a review or audit of records, or on the basis of other evidence. In the event of a deficiency, the tax administrator shall provide notice of the deficiency to the transient lodging tax collector, who shall remit deficiencies within ten (10) business days of the deficiency notice. Notice may be by personal delivery or certified or registered mail.
 - (1) In reviewing and adjusting tax returns, the tax administrator shall offset any amount received in excess of the remittances due against any shortages in remittances.
 - (2) Except in the case of fraud or intent to evade the TLT, notice of deficiency determinations shall be issued within three years of the period for which the deficiency determination is made.
 - (3) The time to remit deficient payment amounts under this section shall be extended if the local tax trustee timely requests a redetermination.
- B. Fraud Refusal to Collect—Evasion. If any transient lodging tax collector fails to collect, report or remit the tax as required, submits a fraudulent return, or otherwise violates or attempts to violate this chapter, the tax administrator shall estimate the tax due, and calculate the amount owing from the transient lodging tax collector for tax remittance, interest and penalties and provide notice to the transient lodging tax collector of the assessment. The determination and notice shall be made and mailed within three years of the discovery by the tax administrator of the violation. The determination is due and payable upon receipt of notice and shall become final ten (10) business days after the date notice was delivered if no petition for redetermination is filed.

8.16.110 Redeterminations.

- A. Any person affected by a deficiency determination may file a petition for redetermination with the tax administrator within ten (10) business days of service of notice of the tax deficiency. A determination becomes final if a petition for redetermination is not timely filed.
- B. If a petition for redetermination is filed within the allowable period, the tax administrator shall reconsider the determination and grant an oral hearing if requested. The petitioner shall be allowed at least twenty (20) business days to prepare for the hearing.
- C. After considering the petition and all available information, the tax administrator shall issue a redetermination decision and mail the decision to the petitioner. During the redetermination process, the tax administrator may agree to a compromise of the amount due if there is a good faith dispute over the amount owing.

- D. The decision of the tax administrator on redetermination becomes final and payment is due ten (10) business days after the decision is mailed unless the petitioner files an appeal to the city council within that time. The appeal shall be filed with the tax administrator. The city council's decision shall be final when reduced to writing and mailed to the petitioner and all amounts due must be paid within ten (10) business days of mailing of the city council decision.

8.16.120 Collections.

- A. The city may bring legal action to collect on any amounts owed to the city under this chapter within three years after remittance is due to the city or within three years after any determination becomes final.
- B. The city is entitled to collect reasonable attorneys' fee in any legal action brought to collect the amount owed to the city under this chapter.

8.16.130 Liens.

The city may record a lien in the city's lien docket against any real property owned by a transient lodging provider who receives any portion of the rent from a transient lodging facility located within the city as to any delinquent remittances by the transient lodging provider.

8.16.140 Refunds.

- A. Refunds by City to Transient Lodging Tax Collector. If the transient lodging tax collector remits more tax, penalty or interest than is due, the transient lodging tax collector may file a claim in writing stating the facts relating to the claim, within three years from the date of remittance. If the claim is approved by the tax administrator, the excess amount shall be either refunded or credited on any amount due from the transient lodging tax collector.
- B. Refunds by City to Occupant. A transient lodging tax collector may file a claim for refund by filing a claim in writing within three years of payment providing the facts relating to the claim for refund. If the tax administrator determines that the tax was collected and remitted to the city and the occupant was not required to pay the tax or overpaid, the city shall issue a refund to the occupant.
- C. Refunds by Transient Lodging Tax Collector to Occupant. If an occupant has paid tax to a transient lodging tax collector but stays a total of thirty (30) or more consecutive days in the same transient lodging facility, the transient lodging tax collector shall refund to the occupant any tax collected for any portion of the continuous stay. The transient lodging tax collector shall account for the collection and refund to the tax administrator. If the transient lodging tax collector has remitted the tax prior to the refund or credit to the occupant, the transient lodging tax collector shall be entitled to a corresponding refund or offset if the claim for refund is filed within three years from the date of collection.
- D. Burden of Proof. The person claiming the refund shall have the burden of proving the facts that establish the basis for the refund.

8.16.150 Administration.

- A. Use of TLT Funds. Seventy percent of the revenue from the tax rate of seven percent shall be used for tourism promotion and tourism-related facilities. Thirty (30) percent of the revenue of the seven percent shall be used for city services.
- B. Records Required from Local Tax Trustee. Every local tax trustee shall keep records of each transaction involving rent and/or collection of TLT. All records shall be retained for at least three years and six months.
- C. Examination of Records—Investigations. The tax administrator or agent may examine all records of a local tax trustee relating to receipt of rent and TLT and remittance of tax during normal business hours and may obtain copies of the records to audit returns.
- D. Authority of Tax Administrator. The tax administrator shall have the power to enforce this chapter, conduct audits, and to adopt rules, regulations and forms consistent with this chapter. Rules and regulations of general application shall be mailed to all registered transient lodging providers. The tax administrator may also issue written interpretations on request of a transient lodging tax collector. As to the transient lodging tax collector to whom the interpretation is issued, the city will act consistently with the interpretation until it is withdrawn, and the city shall provide thirty (30) days' written notice of withdrawal of an interpretation.
- E. Confidential Character of Information Obtained—Disclosure Unlawful. The city shall maintain the confidentiality of information provided by transient lodging tax collector. Nothing in this subsection shall be construed to prevent:
 - (1) The disclosure to, or the examination of records and equipment by, another city official, employee or agent for collection of taxes for the purpose of administering or enforcing any provisions of this chapter or collecting city business license fees.
 - (2) Disclosure of information to the transient lodging tax collector and the transient lodging tax collector's agents.
 - (3) The disclosure of the names and addresses of any persons to whom certificates of authority have been issued.
 - (4) The disclosure of general statistics regarding taxes collected or business done in the city.
 - (5) Disclosures required by ORS Chapter 192.
 - (6) Disclosures required by ORS Chapter 297.

8.16.160 Appeals to city council.

Any person aggrieved by any decision of the tax administrator may appeal to the city council by filing a written appeal with the tax administrator within ten (10) business days of the serving or mailing of the decision being appealed. The city manager shall schedule the hearing on a city council agenda and provide the appellant notice of the hearing at least ten (10) business days before the hearing. The city council may agree to a compromise of the amount of tax remittance if there is a good faith dispute over the amount owing. Any person may appeal the issuance of a rule or regulation issued by the tax administrator to the city council by filing a written appeal within ten (10) business days of the mailing of the notice of the regulation.

8.16.170 Penalty.

A violation of this chapter shall upon conviction thereof be punished by a fine of not more than three hundred (\$300.00). Such fine for conviction shall be in addition to any and all administrative penalties assessed under YMC Chapter 8.16.090. Each day that a violation remains uncured is a separate infraction.



City of Yamhill

A small taste of Oregon

Application for City Council, Committee, or Commission

Name: BONNIE J (SUE) RICHARDSON

Address: [REDACTED]

Telephone & Email address: [REDACTED]

Length of Residency: 48 YR

Educational History: _____

HS Diploma: ☒ yes ☐ no College Degree: yes ☒ no 2 YRS

Employment: SELF

Position applying for: _____

PLANNING COMMISSION

Government Service History:

Paid (type): YAMHILL COUNT DEPUTY TREASURER

Position: ✓ ✓ ✓ ✓

Volunteer (type): CITY COUNCIL 1995-1997

Position: YAMHILL PLANNING 2022-2023

Length of service: 2 YR EACH

Explain what background prepares you for this position:

40 YRS CONTRACTOR - 60 YRS MANAGEMENT

Explain why you wish to serve in this position: I AM RETIRING + HAVE

THE TIME + PASSION TO SERVE OUR COMMUNITY

Signed: Bonnie J (Sue) Richardson

Dated: 09-08-2023

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

Application for City Council, Committee, or Commission

Name: LYNDEN CARL

Address: [REDACTED] YAMHILL

Telephone & Email address: [REDACTED]

Length of Residency: 10 YEARS

Educational History: _____

HS Diploma: yes no College Degree: yes no

Employment: RETIRED

Position applying for: _____

PLANNING COMMISSION

Government Service History:

Paid (type): CARLTON PUBLIC WORKS

Position: PARKS UTILITY

Volunteer (type): CARLTON FIRE DEPARTMENT

Position: FIRE FIGHTER LIEUTENANT

Length of service: 32 YEARS 7 MONTHS

Explain what background prepares you for this position:

WORKED FOR CARLTON PUBLIC WORKS FOR 18 YEARS

Explain why you wish to serve in this position:

I HAVE VOLUNTEERED MY ENTIRE LIFE AND THIS POSITION SOUNDS LIKE A GOOD WAY FOR ME TO GIVE BACK TO MY COMMUNITY

Signed: Lynden Carl

Dated: 9.19.23

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.



Department Updates to City Council
Date: 11/08/2023

Interim City Administrator:

Greg Graven

- Set Up Front Office Clean and Hang Blinds @ City Hall with Kim Steele.
- LOC / AOC Transportation Funding Forum with Brian Worley, Mallorie Roberts AOC, Jim McCauley LOC, Mike Bezner Clackamas County, Mike Russell Columbia County, Rob Inerfield Eugene Chris Workman Philomath, and Paul Sauas.
- Meeting with Chief Trampas Bergstrom at the Yamhill Fire Department for discussion on Water Meter Water Agreement.
- Write City Employees Sensitive or Private Information Policy for employees.
- Work on Budget Documents and Financials with Kim Steele.
- Clean Kitchen Council Room Foul Odor with Kim Steele.
- Work on updates for Staff CIS City County Insurance Benefits.
- Work on ISOOutsource Billing Invoices.
- Work on Fuel Cloud Usage & Invoices.
- Work on Microsoft 365 Invoices.
- Review and run AccuData Time Cards and Payroll with Kim Steele.
- Meeting w/ Mayor Yvette Potter, Kim Steele, Marci Hedin, Jason Wofford, Yamhill Fire Protection District Chief Trampas Bergstrom and Board Member Jim Phillips for a Discussion on Water Meters, Water Agreement, Fuel Agreement, and Equipment.
- Staff Meeting w/ Jason Wofford & Kim Steele.
- Work on Grant Documents with Grants.Gov, Sam.Gov, FSD.Gov. Meeting with Business Oregon Arthur Chaput, Mid-Willamette Valley Council of Government McRea Carmichael and ODOT.
- Check Status of Merkley Grant w/ Stacey Jochimsen Outreach Director Senator Merkley's Office.
- Work on STAG Infrastructure Grant Documents, Water Storage Tank Infrastructure EPA Technical Assistance for Water Infrastructure
- Complete Intake Form for Feasible Study of Impound Channelization w/ Jason Wofford & Submit to Arthur Chaput Business Oregon.
- Contact Mary Camerata DEQ Grant Project
- Meeting with Mid-Willamette Valley Council of Government McRea Carmichael, John Schmidt, ODOT Mark Bernard, Business Oregon Arthur Chaput with Kim Steele for Grant Opportunities.

- Second meeting with Mid-Willamette Valley Council of Government McRea Carmichael, John Schmidt, ODOT Mark Bernard, Carlton City Manager Shannon Beaucaire, Jason Wofford, and Kim Steele.
- Coordinate training for CPR/AED & First Aid for Adult, Child, and Infant Certification / Recertification at the Yamhill Fire Department for November 9th.
- Set Up Files in City Share Drive Folder. Recover Documents & Organize in Share Drive.
- Attend PERS Expo 2023 Conference.
- Attend Training Fundamentals of Financial Management RCAC Rural Community Assistance Corp.
- Review Water Rate Increase Documents and attend City Council Work Session and Meeting on the Water Rate Increase Discussion. Attend City Council Meeting.
- Work on Re-cabling Project for Yamhill City Hall, Police Department and Council Room with Angie Fowler.
- Work on PERS Paid Leave Oregon & PERS Reporting Updates with Kim Steel, PERS Theresa Tabish and Alison Burman.
- Networking Luncheon Meeting with Carlton City Manager Shannon Beaucaire and Jason Wofford.
- Submit PERS EDX Reporting with Kim Steele. PERS reporting is up to date and current with the last payroll processing.
- Work on Resolution for Supplemental Budget 2023-2024.
- Review Resume Applicants for City Administrator.
- Meeting with City Administrator Applicant Rick Hohnbaum with Kim Steele.
- Comcast Set up New Phone System Project Initiative 23-CH-1 completed.
- Review of the Fuel Cloud Documents for Billing & Invoicing Yamhill Fire Protection District. Discovered Bretthauer Oil has not been invoicing the Yamhill Fire Protection District since November 2022 as they indicated they would. Working with Steve Campbell on discrepancy.
- Review Contract Agreement of Ross Schultz for contract work on the 2024-2025 Budget.
- Contact with YCSO Emergency Management Brian Young Hazard Mitigation Plan HMP for 2024-2025. Requests contribution of \$1,000.00 to grant funding.
- Workers Compensation & Workers Benefits Fund Assessment Rates for 2024 sent to AccuData for Update.

Yamhill Police Department:

Greg Graven

- Monthly Reporting of ONIBRS September/LEEP Use of Force September/LEEP Suicide September/CAD Inform September/Monthly Stats September in packet.
- Updates to the Lexipol Policy Manual Expunctions & Motion to Set Aside Records Policy.

- Work on awarded ODOT Oregon Department of Transportation NHTSA National Highway Traffic Safety Administration Grant Documents with Kim Steele.
- Work on Updates for Expunction and Motion to Set Aside Records Policy.
- Updates on training records standards with DPSST.
- Range Turner Creek Road Handgun Qualifications, Shotgun Qualifications, Rifle Qualifications and Firearm Training.
- Oversight Disorderly Conduct YC High School SRO School Resource Officer Chris Livingston investigation a School Shooting Threat.
- Meeting with Yamhill Carlton School District Superintendent Clint Raever.
- Participate in the Henderson House Fund Raiser Auction.
- Attend ETHOS Leadership Academy Leadership Development Program.
- Attend LOC League of Oregon Cities 9th Annual Conference.
- Attend YCOM User Group Meeting.
- Attend ISOutsource Check-in Meeting Paul Krupa and Brittany Posey.
- Attend TAT Threat Assessment Team Meeting.
- Attend MCAT Multi-Disciplinary Child Abuse Team Meeting.
- Meeting with YCSO Captain Sam Elliott and Captain Brandon Bowdle.
- Follow up with staff on Project Initiative YPD-23-1 City Ordinance Code Enforcement for compliance.
- Attend Training on Combating the Overdose Epidemic Pioneer Strategies to Save Lives Andrea Bailey, Dr. Kendall, Cortelyou, and Dr. Todd Husty.
- Attend OCMDI Medico-Legal Death Investigator Case Review Meeting. Trauma Analysis & Medical Terminology Dr. Sean Hurst.
- Attend CJIS Criminal Justice Information Services Advisory Board Meeting OACP Oregon Association Chief of Police at OSP Oregon State Police Headquarters Salem.
- Attend OACP Oregon Association Chief of Police, OSSA Oregon State Sheriff's Association October Executive Committee Meeting.
- Fleet Management Update all Motorola APX 8500 Mobile Radios and APX 8000 Portable Radios with WCCCA Darin Miller.
- Attend training on How To Use Extreme Ownership Leadership Principles To Build A Culture Of Wellness In Your Agency.
- Attend Lexipol Extreme Ownership Academy First Responder Training. Danny Ziem, Mandy Nice, Dr. Jaime Brower, Dr. Black, and Jacho Willink.
- Reporting OUCR Oregon Uniform Crime Reporting Employee Count for 2023.
- Trick or Treat Detail with Yamhill PD and City Hall Staff.
- OACP Oregon Association Chief of Police Legislative Updates.

Corporal Travis Van Cleave

- Assist Yamhill Fire with Medical Call October 4th.
- Municipal Court Trial October 5th.
- Police Department to the range for firearms training October 6th.

- Child Abuse Training in Salem October 11th.
- Assist Yamhill Fire with Medical Call October 11th.
- DWS Misdemeanor Arrest October 17th.
- Agency Assist YCSO with Reckless Driver's at Rockyford and Old Railroad Grade Road October 18th.
- LEA Meeting and Grand Jury on October 19th.
- Participated in the County Domestic Violence Warrant Sweep on October 25th
- DWS Misdemeanor Arrest October 31st.
- Halloween patrol.
- 39 citations (2 arrests) and 78 warnings 😊

Officer Adam Miller

- No report received. Verbal, working on the Accreditation for YPD.

SRO Officer Chris Livingston

- No report received.

Yamhill City Hall:

Kim Steele

- Preparing for the 2022-2023 Audit that will be taking place on Monday, November 6, 2023, with Grove Mueller & Swank PC.

Angie Fowler

- Other than the new phone system being up and going, not much happening on my end. I have been working on lots and lots of minutes.
- I am still waiting on bids for the wiring and server cabinets in City Hall. The bids for wiring and server cabinets will also include camera and speaker suggestions for the zoom meetings. The first bid for the camera and setup was \$2150, I am hoping that we can find a better option.

Kara Corrigan

- No report received. Verbal, been working on the financials, reconciling and working with Kim Steele on the audit that will be taking place on Monday, November 6, 2023, with Grove Mueller & Swank PC.

Yamhill Public Works:

Jason Wofford

- No report received. Verbal, working on completion of projects to report to council.

Kyle Adams

- No report received.

Austen Herb

- No report received.

Joshua Johnson

- No report received.

Lucas Long

- This month I spent all my time mowing around town blowing leaves and cleaning the park and other facilities in Yamhill.

Greg Graven
Chief of Police
Interim City Administrator



Agenda - Staff Report - Project Initiation Sheet

Council Agenda: 02/08/2023

Project Name – Telephone Automated Menu Screen Update Phone Tree/Automated billing.

Project Date - 01/14/2023

Project Description – Upgrade telephone to an automated answering system with a phone tree with designated lines for each department and staff. Set up for automated billing system.

Project Number - 23 – CH-1

Responsible - Greg Graven Interim City Administrator / Chief of Police.
Kim Steele Interim Finance Director / City Clerk / Municipal Court Clerk.
Angie Fowler / City Recorder.

Fund - General Fund

Project Start - 02/01/2023

Project Complete - Automated billing 03/01/2023. Phone System 10/20/2023.

Project Notes - This project is an opportunity for the city to upgrade its automated phone answering system. And set up an automated billing system. Current needs include.

1. Telephone Tree System
2. Automated Billing System
3. Citizen input
4. Make City terms consistent
5. Compatible telephones

This project is not dependent on any other project and can start the first of February 2023.

City of Yamhill

Proposal for Budget Planning 2024-25
October 29, 2023

Introduction

This proposal is presented by Ross Schultz (Consultant) as an estimate to complete the City of Yamhill's 2024-25 Legal Budget.

Assumptions;

1. Bring the budget process "in house" as much as possible.
2. Use the same process and Spreadsheet as last year's budget.
3. Update the Number and use of funds in the budget
4. Refine Budget accounts used in each fund.
5. Update all text and tables.

The following tasks are accompanied by and estimate of staff activities required and consultant time estimated to accomplish the task;.

November

- Work with Yamhill staff to do an "Actual to Budget" analysis for presentation during goal setting. Include projections for FY 23/24 and estimated fund balance to start 24/25.
- Layout Budget changes we are thinking about
 - Create Stormwater fund (s)
 - Clean up accounts to be used for coming year
 - Define responsibilities / tasks to accomplish budget (Staff vs Consultant)

Estimates

Yamhill Staff – 1 meeting on site for kick off and last years process review this year's goals for the budget process and who is responsible for what...

Ross - 1 trip to Yamhill and 2 hours prep 2 on site (4 total)

December

- Update this document.
- Kick off Meeting with Council. Layout Goal setting and Budget Process (Use this Document)
- Council Comments and instructions for this year's process
- Update this document again

City of Yamhill

Proposal for Budget Planning 2024-25
October 29, 2023

Estimates

Yamhill Staff – Council Prep as required

Ross - 1 hour prep time, 1 trip to Yamhill 1 hour on site (2 hrs total)

January

- Meet with Council for goal setting January Week 2 (maybe Special Meeting).
 - Present proposed Budget Calendar and take comments.
 - Status Last year's Goals
 - Present Operational Goals by Department
 - Admin
 - PD
 - Public Works
 - Present Forecast of Financials (Actual to Budget)
 - Hear Council goals

Estimates

Yamhill Staff – Prepare operational goals, Metrix, external issues that will be impacting City next 18 months. Help prep Council presentation.

Ross - 1 trip to Yamhill for goal setting meeting and 4 hours prep 2 on site (6 total)

February Council meeting

- Formalize Council Goals and present to Council
- Update "Actual to Budget" through January and fund forecasts.
- Present Budget Calendar
- Appoint Budget Officer

Estimates

Yamhill Staff – Any updates from January meeting help with Council prep.

Ross – Council Prep, Financial analysis 4 hours 2 for meeting (Remote) (6 total)

City of Yamhill

Proposal for Budget Planning 2024-25
October 29, 2023

March

- Staff / Budget Committee non-mandatory meeting to discuss budget process...
Changes to budget document and process from last year, for coming year... no numbers March Week 2

Estimates

Yamhill Staff – Attend Budget Committee meeting.

Ross – 1 Trip on site 4 hours prep 2 hours on site (6 Hours)

April

- Write Budget Message
- Prepare and Present Proposed Budget (This anticipates 2 meetings of budget committee)
- Work with Budget Committee

Estimates

Yamhill Staff – Help with Budget Message attend 2 Budget Meetings prepare budget documents meeting notices

Ross – 2 Trips on site for budget meetings 4 hours, Prepare Budget Message and proposed Budget 10 hours (14 Hours)

May

- Prepare Approved Budget and Hold Approved Budget Hearing at May Council

Estimates

Yamhill Staff – Help with Council meeting prep document preparation meeting notices.

Ross – 2 hours prep 1-hour remote meeting (3 Hours)

June

- Prepare and Present Adopted Budget
- Prepare Council appropriations and resolutions
- Prepare LB forms make sure they are delivered to appropriate government
- Prepare and present Supplemental Budget

City of Yamhill

Proposal for Budget Planning 2024-25
October 29, 2023

Estimates

Yamhill Staff – Help with LB's final document printing Council Prep

Ross –2 hours prep LB forms, 2 Hour appropriations and Council resolutions 1 hour council meeting (5 Hours)

Costs

Estimate to complete all tasks listed;

Activities onsite and prep	46 hours @ \$120/hr	\$5,520
Travel (IRS)	6 trips on-site 340 miles @ \$.625/mile	<u>1,275</u>
Total*		\$6,795

- (No charge for travel time, charge for meals and/or lodging as required and pre-authorized by Yamhill)



YAMHILL POLICE DEPARTMENT

PO BOX 09

YAMHILL OR 97148

(503)662-3511



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

Police Statistics:

Number of Calls/Activity:		221	
Number of Case Reports:		13	
Number of Arrests:		06	
Number of Citations:		36	
Number of Warnings:		130	
Number of Circuit Court Citations:		07	

Hours Worked:

Greg Graven		230	
Travis Van Cleave		151	
AJ Miller		190	
Chris Livingston		101	

Miles Driven:

Greg Graven		857	
Travis Van Cleave		705	
AJ Miller		952	
Chris Livingston		354	