

# City of Yamhill

A small taste of Oregon

## Council Meeting Packet

December 10, 2025,  
6:30 p.m.



## CITY COUNCIL MEETING MINUTES

Robert Davis questioned a discussion item on the agenda regarding the city's proposed rules on public comment and agenda materials. The council approved Ordinance O-546, allowing two non-city residents to serve on the Planning Commission. The police department reported 139 calls, 7 cases, 4 arrests, and 23 warnings. Public Works detailed ongoing projects, including street sweeping, storm improvements, and water plant upgrades. The council discussed a review of city contractors' performance and the possibility of a work session to ensure efficient spending. The meeting concluded with updates on the Christmas tree lighting.

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### I. CALL TO ORDER

Mayor Corrigan called the meeting to order at 6:31 p.m.

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### ROLL CALL

**Present, In-Person:** Mayor Shea Corrigan

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

**Staff Present, In-Person:** Jason Wofford, Public Works Facilities Manager;

Angie Fowler, City Recorder

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### II. FLAG SALUTE

The mayor led the Pledge of Allegiance.

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### III. PUBLIC COMMENT

Public Comment was received by:

Bob Davis, YNA, Yamhill, OR

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### IV. AGENDA UPDATES OR ADDITIONS

There were no updates to the agenda

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### V. ORDINANCE

A) Ordinance O-546, Second Reading.

An Ordinance Amending Yamhill Municipal Code Section 1.16.020, Relating to Membership of the City of Yamhill Planning Commission Membership



The council read the Ordinance by Title.

**Ayes (4):** Corrigan, Askey, Kind, Featherston

**Nays (1):** Pairan

The ordinance passed, effective upon signing.

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## VI. CONSENT AGENDA

A) 10-8-25 City Council Meeting Minutes

### **A MOTION WE APPROVE THE CONSENT AGENDA**

#### **ROLL CALL:**

Motion introduced by Chris Featherston and seconded by Kim Kind

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

**Nays (0):** None

The motion carried.

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## VII. DEPARTMENT REPORTS

A) Administration/City Staff Report

Interim City Administrator, Mayor Corrigan, reported on working with Kit Johnson regarding updating the MOU for the gravel lot next door.

He took a tour of the water plant and the new intake screen project, met with citizens, and attended the city/county dinner in Newberg.

B) Police Department

Chief Greg Graven was absent. The mayor read the police statistics aloud.

C) Public Works

Jason Wofford, Facilities Manager, updated the council on the TMDL Matrix and the actions they have been taking. They have completed Ellie's Garden, are finishing the Cedar Storm project, and are continuing the street sweeping program.

They corrected the manhole in Hawn Creek situation, replaced a malfunctioning pump, and continued progress on adding Inserto valves to isolate leaks.



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**VIII. COMMITTEE REPORTS**

A) Planning Commission

Shawn Freilinger, Planning Chair. provided a report for the council, noting the commission's work.

B) Economic Development Committee

Jenny Morrison, EDC Chair, reported on the EDC's work on design code recommendations for the downtown area and steps to create a historic overlay zone.

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**IX. UNFINISHED BUSINESS**

A) Lighting Ordinance

The council was updated that the planning commission would be holding its hearing in November and should expect the ordinance to come before them soon.

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**X. NEW BUSINESS**

A) Consider Applications for Planning Commission 2026-2028 Terms

1. Mary Gardner, Carol Prendergast, Grant Warren

**A MOTION TO APPOINT CAROL PRENDERGAST, MARY GARDNER, AND GRANT WARREN TO THE PLANNING COMMISSION FOR 2026-2028 TERM.**

**ROLL CALL:**

Motion introduced by Tim Askey and seconded by Chris Featherston

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

**Nays (0):** None

The motion carried.



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**XI. COUNCIL REPORTS** There were no council reports.

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**XII. INFORMATION/  
ANNOUNCEMENTS** A) City of Yamhill Christmas Tree Lighting is scheduled for December 5<sup>th</sup> at 6:00 pm.

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**XIII. ADJOURNMENT** The meeting adjourned at 7:26 pm

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Signed,

Shea Corrigan  
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder

November 17, 2025

Chief Greg Graven  
Yamhill Police Department  
205 S Maple St, Yamhill

Dear Chief Graven,

After careful consideration, I am submitting my formal resignation from my position as a Police Officer with the Yamhill Police Department, effective immediately.

This decision comes after 18.5 years of dedicated service to the department and to the community. I am incredibly grateful for the opportunities I have had throughout my career—serving alongside committed professionals, contributing to public safety, and growing both personally and professionally. The experiences and relationships built over nearly two decades will remain meaningful to me long after my departure.

Thank you for your leadership, support, and trust throughout my tenure. It has been an honor to serve this department and community.

Respectfully,



Corporal Travis Van Cleave

DPSST #38568



# City of Yamhill

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## CITY HALL STAFF MONTHLY REPORT

### DECEMBER 2025

Department	Activity
STAFF MANAGER	<ul style="list-style-type: none"><li>• No Report – Usual Duties</li></ul>
FINANCIAL MANAGER	<ul style="list-style-type: none"><li>• No Report – Usual Duties</li></ul>
CITY RECORDER	<ul style="list-style-type: none"><li>• Letters of appointment sent to Planning Commission Applicants</li><li>• Meeting Schedules/File System/Folder Creation for Council, EDC, and PC 2026</li><li>• Work toward Draft Ordinances for Lighting, Utility Billing Updates, and Repeal of outdated Council Rules</li><li>• Draft Resolution for Council Rules.</li><li>• Teams meeting with Kristi Hauswald of AKS Re: Parks Master Plan</li><li>• Additional Work in Planning Variance</li><li>• Processed 3 Building Compliance Apps and 1 ROW permit</li></ul>
MUNICIPAL COURT	<ul style="list-style-type: none"><li>• Court held 12/4/25</li></ul>
UTILITY BILLING	<ul style="list-style-type: none"><li>• Processed Billing/Statements</li><li>• Processed Payments</li></ul>
BUILDING/PLANNING	<ul style="list-style-type: none"><li>• Processed 1 ROW permit</li><li>• Processed 3 Building Compliance Apps</li><li>• Processed 4 Certificates of Occupancy</li><li>• Variance for Olive – PC Hearing</li><li>• Lighting Ordinance – PC Hearing</li></ul>

### PROJECTS

Project	Status
Yamhill Christmas Tree Lighting	Completed

### STATISTICS

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WATER ACCOUNTS OPEN/CLOSED: 4

WATER LEAK NOTIFICATIONS: 10

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LATE PAYMENT TEXTS SENT: 73

SHUT-OFF NOTICES/ WATER DISCONNECTIONS: 1

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LATE PAYMENT LETTERS SENT: 0

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WEBSITE/FACEBOOK UPDATES: 6 / 8

**ACCOMPLISHMENTS, NOTABLES, FOR THE GOOD OF THE ORDER:**

Can I give a shout-out to our Chief of Police for receiving the Changing Hearts Impact Award on November 13<sup>th</sup>!?

Also, we are very thankful to **everyone** that contributed to the 2025 Christmas Tree Lighting!

Big Thanks to:

- Yamhill Downtown Association for their help in planning and decorating for the Tree lighting festivities.
- Brian Robbins for generously donating the city Christmas Tree for the 3<sup>rd</sup> consecutive year.
- Rocky Losli for, once again, providing the power to light up our Tree.
- Christine Stode for her exquisite cookies
- YC High Schools Leadership Students
- YC High School Woodworking Department
- YC Intermediate and H.S. music programs

Special mention to our public works staff for their work setting up and decorating the tree!

## **Angela Fowler**

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**From:** Kara Corrigan  
**Sent:** Thursday, December 4, 2025 12:35 PM  
**To:** Angela Fowler  
**Subject:** November Financial Report

-To date, we have brought in \$429,227.56 in property tax revenue. We budgeted \$430,000.00 for this fiscal year, so anything else that comes in for the rest of the fiscal year is over what was budgeted. I am guesstimating that will be roughly \$30,000.00 from now until June of 2026.

-In the General Fund I am not seeing anything to be concerned about. Attorney/Legal fees in the police department have exceeded what was budgeted for by \$3545.50, and the Overtime line item is getting close to what was budgeted for. There is one more invoice from the attorneys that needs to be paid from the police department and that should be wrapped up. The overtime budget has been paying for officer presence in the city while we have been short a budgeted officer.

- The following projects have been completed in the Sewer Fund, and they all came in under budget.

1. Ellie's Lift Station. Budgeted at \$100,000.00 and came in at \$51844.53
2. Disinfection Room. Budgeted at \$180,000.00 and is currently at \$94,378.11. We are still waiting on the final electrical and plumbing invoices.
3. South Cedar Street. Budgeted at \$48,000.00 and came in at \$20,000.00

-All 3 of the fiscal year loans were paid in the month of November totaling \$216,150.42 from the Water Debt Service Fund and \$45,190.63 from the Sewer Debt Service Fund. I am still researching the requirements on making an extra payment for the Sewer Loan this fiscal year.

-The City of Yamhill's financial audit was received at the end of last week and will be available soon. I discovered several errors that need correction, and when I receive the corrected version, it will be available to review. The General Fund shows a deficit, which was not unexpected due primarily to property tax revenue being overestimated in the previous 2 years and an increase in personnel expenses due to the hiring of an FTE in the position of City Administrator. Forecasting, and corrections that were made to the current fiscal year budget, in addition to some FTE changes, and a COPS Grant to subsidize an FTE for the police station over the next 3 years, it looks like much of that deficit should be erased. The Street Fund is also showing a slight deficit related to the reallocation of a utility truck purchase. That purchase was reallocated from the Water Fund to the Water, Sewer, and Street Funds. All other funds look good.

Kara Corrigan  
Finance Manager  
City of Yamhill  
P.O. Box 9, Yamhill, Or 97148  
(503) 662-3511 Ext. 103  
Fax (503) 662-4589



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**General Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>General Revenues</b>						
4932	Business License	0.00	700.00	950.00	73.68%	
4902	Cigarette Taxes	56.09	297.20	750.00	39.63%	
4915	Dog License Revenue	0.00	228.00	150.00	152.00%	
4925	Franchise Fees	0.00	2,144.86	65,000.00	3.30%	
4944	Grant - ODOT DUII	0.00	0.00	4,000.00	0.00%	
4942	Grant - ODOT Seat Belt	1,688.68	4,615.65	5,000.00	92.31%	
4943	Grant - ODOT Speed	0.00	1,750.00	5,000.00	35.00%	
4945	Grant -ODOT Distracted Driving	0.00	0.00	5,000.00	0.00%	
4952	Interest Income	1,036.85	5,288.93	0.00	0.00%	
4962	Land Use Fees	0.00	0.00	1,000.00	0.00%	
4903	Liquor Taxes	905.86	7,783.42	22,000.00	35.38%	
4098	Marijuana Tax	0.00	474.33	1,700.00	27.90%	
4913	Miscellaneous Income	402.17	4,622.77	3,500.00	132.08%	
4928	Municipal Court Fees	1,556.87	7,782.22	30,000.00	25.94%	
4924	Municipal Court Fines	2,175.00	15,011.04	45,000.00	33.36%	
4941	Municipal Court Training Assmt	63.00	384.00	1,200.00	32.00%	
4951	National Night Out	0.00	0.00	2,000.00	0.00%	
4961	Park Fees	45.00	775.00	2,000.00	38.75%	
4957	Park User Fees	0.00	0.00	12,936.00	0.00%	
4948	Planning Grant	0.00	41,926.28	0.00	0.00%	
4914	Police Misc. Income	190.00	3,847.15	10,000.00	38.47%	
4922	Police Service Fee	3,177.21	16,698.90	33,540.00	49.79%	
4950	Police SRO-Yamhill/Carlton SD	0.00	3,125.00	12,500.00	25.00%	
4901	Previously Levied Taxes	1,782.85	7,110.74	10,000.00	71.11%	
4900	Property Tax Revenue	424,726.79	429,227.56	430,000.00	99.82%	
4904	State Revenue Sharing	2,750.36	6,265.80	15,000.00	41.77%	
4923	Towing Fees	0.00	0.00	100.00	0.00%	
4990	Transfer In - City Hall Rsv	0.00	16,207.00	16,207.00	100.00%	
4982	Transfer In - Sewer Fund	0.00	25,000.00	25,000.00	100.00%	
4981	Transfer In - Water Fund	0.00	75,000.00	75,000.00	100.00%	
4985	Transfer In -Police Veh Resv	0.00	28,582.00	28,582.00	100.00%	
4996	Transfer In Acer	0.00	19,801.00	19,801.00	100.00%	
<b>General Revenues Totals</b>		<b>\$440,556.73</b>	<b>\$724,648.85</b>	<b>\$882,916.00</b>		
<b>Revenue</b>		<b>\$440,556.73</b>	<b>\$724,648.85</b>	<b>\$882,916.00</b>		
<b>Gross Profit</b>		<b>\$440,556.73</b>	<b>\$724,648.85</b>	<b>\$882,916.00</b>		

**Expenses**

**Administrative Dept**

6124	Accounting Clerk	1,152.36	6,327.91	15,870.00	39.87%
6325	Ads & Printing	0.00	0.00	1,200.00	0.00%
6300	Attorney/Legal Fees	0.00	242.50	8,000.00	3.03%
6301	Audit Fees	0.00	8,166.67	9,200.00	88.77%
6412	Building Maintenance	0.00	260.00	2,000.00	13.00%
6335	Christmas Decorations	0.00	250.00	1,000.00	25.00%
6102	City Clerk	1,289.15	7,079.07	17,644.00	40.12%
6123	City Recorder	1,028.71	5,648.90	14,089.00	40.09%
6306	Contract Services	0.00	0.00	5,000.00	0.00%
6305	Dues, Travel, Training	128.40	2,899.31	5,000.00	57.99%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%

**General Fund**  
**Statement of Revenue and Expenditures**

Account Number	Description	Current Period	Year-To-Date	Annual Budget	Jul 2025
		Nov 2025	Jul 2025	Jul 2025	Jun 2026
		Actual	Nov 2025	Actual	Percent of Budget
6202	Liability Insurance	0.00	18,550.97	18,800.00	98.68%
6252	Miscellaneous Expense	0.00	0.00	650.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	4,000.00	0.00%
6336	National Night Out Expense	0.00	1,426.51	2,000.00	71.33%
6117	ODOT Grant Payroll	0.00	2,400.00	18,500.00	12.97%
6328	Office Supplies	19.98	93.41	2,475.00	3.77%
6115	Overtime	3,000.00	9,700.00	10,000.00	97.00%
6120	Payroll Expense	10,395.51	58,823.46	200,000.00	29.41%
6254	Peer Support Expense	0.00	0.00	210.00	0.00%
6104	Police Chief	9,063.32	51,468.44	117,832.00	43.68%
6122	Police Corporal	2,455.46	18,830.49	83,075.00	22.67%
6331	Police Equipment	0.00	5,657.60	10,000.00	56.58%
6976	Police Radios	0.00	0.00	1,500.00	0.00%
6404	Policy & Procedure Manual	0.00	2,367.46	2,367.00	100.02%
6106	Reserve Officer	750.00	3,575.00	12,500.00	28.60%
6327	Resource Materials	0.00	0.00	1,150.00	0.00%
6330	Uniform Allowance	0.00	415.94	3,600.00	11.55%
6210	Utilities	417.00	2,084.64	5,250.00	39.71%
6405	Vehicle Lease	12,450.00	12,450.00	12,450.00	100.00%
6027	Vehicle Maintenance	1,782.28	3,329.32	16,500.00	20.18%
<b>Police Dept Totals</b>		<b>\$46,681.64</b>	<b>\$210,702.52</b>	<b>\$583,109.00</b>	
<b>Expenses</b>		<b>\$64,657.33</b>	<b>\$342,417.46</b>	<b>\$882,916.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$375,899.40</b>	<b>\$382,231.39</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$375,899.40</b>	<b>\$382,231.39</b>	<b>\$0.00</b>	

**Fund Balances**

Beginning Fund Balance	(164,513.83)	(170,845.82)	0.00	0.00%
Net Change in Fund Balance	375,899.40	382,231.39	0.00	0.00%
Ending Fund Balance	211,385.57	211,385.57	0.00	0.00%

*Report Options*

Fund: General Fund

Period: 11/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Display Subtotals: No

**Water Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025 Actual	Jul 2025 Nov 2025 Actual	Jul 2025 Jun 2026	Jun 2026 Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Other Revenue</b>						
4100	Beginning Budget Balance		0.00	319,107.00	0.00%	
4967	Biz Oregon Grant Match		0.00	350,000.00	0.00%	
4968	Fema Admin Grant		0.00	90,000.00	0.00%	
4966	Fema Grant		0.00	3,150,000.00	0.00%	
4952	Interest Income	6,254.11	31,901.92	30,000.00	106.34%	
4964	Merkley Grant		0.00	192,000.00	0.00%	
4913	Miscellaneous Income		15,079.04	0.00	0.00%	
4940	Security Deposits	470.34	3,910.06	3,500.00	111.72%	
4960	Users Fees	93,604.54	576,045.50	1,183,000.00	48.69%	
4958	Water Connection Fees		3,900.00	8,000.00	48.75%	
		<b>Revenue</b>	<b>\$100,328.99</b>	<b>\$630,836.52</b>	<b>\$5,325,607.00</b>	
		<b>Gross Profit</b>	<b>\$100,328.99</b>	<b>\$630,836.52</b>	<b>\$5,325,607.00</b>	
<b>Expenses</b>						
<b>Requirements</b>						
6124	Accounting Clerk	1,152.36	6,327.92	15,871.00	39.87%	
6325	Ads & Printing		0.00	100.00	0.00%	
6300	Attorney/Legal Fees		0.00	11,000.00	0.00%	
6301	Audit Fees		8,166.67	9,200.00	88.77%	
6326	Chemicals	7,041.20	7,041.20	20,000.00	35.21%	
6102	City Clerk	1,289.16	7,079.10	17,643.00	40.12%	
6123	City Recorder	1,118.18	6,140.20	15,314.00	40.10%	
6306	Contract Services	4,156.30	37,277.81	80,000.00	46.60%	
6427	Deposit Refund		172.82	650.00	26.59%	
6237	Distribution System		17,650.61	50,000.00	35.30%	
6305	Dues, Travel, Training	97.40	4,412.38	6,000.00	73.54%	
6334	Emergency Services		0.00	3,000.00	0.00%	
6119	Facilities Manager	2,193.09	11,961.80	29,854.00	40.07%	
6338	Fema Contract Services		0.00	25,000.00	0.00%	
6448	Fema Match Biz Oregon Grant		0.00	350,000.00	0.00%	
6447	Fema Tank		353.75	3,150,000.00	0.01%	
6438	Fema Travel		0.00	5,000.00	0.00%	
6337	Fuel	1,037.86	2,888.27	4,000.00	72.21%	
6407	Intake Structure	1,085.00	10,205.51	76,344.00	13.37%	
6232	Large Meter Testing		352.71	1,600.00	22.04%	
6202	Liability Insurance	423.60	38,174.56	38,000.00	100.46%	
6233	Meter Replacement		0.00	8,000.00	0.00%	
6203	Misc. Tools		499.00	1,000.00	49.90%	
6328	Office Supplies	573.27	687.66	1,000.00	68.77%	
6446	Olive/Camellia/Moores		1,381.25	318,936.00	0.43%	
6200	Operations & Maint	1,574.01	14,603.99	47,000.00	31.07%	
6115	Overtime	100.80	1,671.07	5,000.00	33.42%	
6118	Pager Pay	227.00	1,240.00	3,500.00	35.43%	
6120	Payroll Expense	10,038.62	56,410.46	123,814.00	45.56%	
6204	Permits	109.12	109.12	4,000.00	2.73%	
6121	Plant Operator	2,419.20	13,136.35	31,758.00	41.36%	
6329	Postage	115.81	702.98	2,000.00	35.15%	
6441	Res. to Plant Tie Feasability		0.00	75,000.00	0.00%	
6795	Reserve for Contingencies		0.00	306,968.00	0.00%	

**Water Debt Depreciation Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	45,371.00	0.00%	
4952	Interest Income	54.40	277.48	949.00	29.24%	
	<b>Revenue</b>	<b>\$54.40</b>	<b>\$277.48</b>	<b>\$46,320.00</b>		
	<b>Gross Profit</b>	<b>\$54.40</b>	<b>\$277.48</b>	<b>\$46,320.00</b>		
<b>Expenses</b>						
6428	Impound Projects	0.00	0.00	500.00	0.00%	
6795	Reserve for Contingencies	0.00	0.00	15,820.00	0.00%	
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%	
6525	Transfer Out (PW Reserve)	0.00	25,000.00	25,000.00	100.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$46,320.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$54.40</b>	<b>(\$24,722.52)</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$54.40</b>	<b>(\$24,722.52)</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	21,527.37	46,304.29	0.00	0.00%	
	Net Change in Fund Balance	54.40	(24,722.52)	0.00	0.00%	
	Ending Fund Balance	21,581.77	21,581.77	0.00	0.00%	

**Water SDC Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	Jun 2026	Percent of Budget		
		Nov 2025	Jul 2025	Jul 2025	Jun 2026				
<b>Revenue &amp; Expenditures</b>									
<b>Revenue</b>									
<b>Other Revenue</b>									
4100	Beginning Budget Balance	0.00	0.00	227,448.00	0.00%				
4952	Interest Income	283.97	1,448.52	14,362.00	10.09%				
4792	System Development Charges	0.00	52,185.00	0.00	0.00%				
	<b>Revenue</b>	<b>\$283.97</b>	<b>\$53,633.52</b>	<b>\$241,810.00</b>					
	<b>Gross Profit</b>	<b>\$283.97</b>	<b>\$53,633.52</b>	<b>\$241,810.00</b>					
<b>Expenses</b>									
<b>Requirements</b>									
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%				
6795	Reserve for Contingencies	0.00	0.00	193,810.00	0.00%				
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$241,810.00</b>					
	<b>Revenue Less Expenditures</b>	<b>\$283.97</b>	<b>\$53,633.52</b>	<b>\$0.00</b>					
	<b>Net Change in Fund Balance</b>	<b>\$283.97</b>	<b>\$53,633.52</b>	<b>\$0.00</b>					
<b>Fund Balances</b>									
	Beginning Fund Balance	463,578.55	410,229.00	0.00	0.00%				
	Net Change in Fund Balance	283.97	53,633.52	0.00	0.00%				
	Ending Fund Balance	463,862.52	463,862.52	0.00	0.00%				

**Water Debt Service**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	306,094.00	0.00%	
4952	Interest Income	618.02	3,152.50	10,174.00	30.99%	
4981	Transfer In - Water Fund	0.00	210,000.00	210,000.00	100.00%	
	<b>Revenue</b>	<b>\$618.02</b>	<b>\$213,152.50</b>	<b>\$526,268.00</b>		
	<b>Gross Profit</b>	<b>\$618.02</b>	<b>\$213,152.50</b>	<b>\$526,268.00</b>		
<b>Expenses</b>						
6150	Debt Service Expense	151,322.97	151,322.97	147,876.00	102.33%	
6945	Debt Service Interest	64,827.45	64,827.45	68,277.00	94.95%	
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%	
6598	Unappropriated Ending Fund Bal	0.00	0.00	251,993.00	0.00%	
	<b>Expenses</b>	<b>\$216,150.42</b>	<b>\$216,150.42</b>	<b>\$526,268.00</b>		
	<b>Revenue Less Expenditures</b>	<b>(\$215,532.40)</b>	<b>(\$2,997.92)</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>(\$215,532.40)</b>	<b>(\$2,997.92)</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	512,475.85	299,941.37	0.00	0.00%	
	Net Change in Fund Balance	(215,532.40)	(2,997.92)	0.00	0.00%	
	Ending Fund Balance	296,943.45	296,943.45	0.00	0.00%	

*Report Options*

Fund: Water Debt Service

Period: 11/1/2025 to 11/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Water Debt Service

**Sewer Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Other Revenue</b>						
4917	Backflow Testing Fees	0.00	120.00	2,000.00	6.00%	
4100	Beginning Budget Balance	0.00	0.00	527,782.00	0.00%	
4952	Interest Income	1,277.65	6,517.25	22,415.00	29.08%	
4913	Miscellaneous Income	0.00	525.25	0.00	0.00%	
4940	Security Deposits	473.76	3,788.88	3,500.00	108.25%	
4916	Sewer Connection Fees	0.00	1,200.00	12,000.00	10.00%	
4920	Sewer Inspections	0.00	924.00	8,000.00	11.55%	
4918	Sewer Services	0.00	0.00	2,000.00	0.00%	
4960	Users Fees	43,643.08	226,906.06	510,272.00	44.47%	
		<b>Revenue</b>	<b>\$45,394.49</b>	<b>\$239,981.44</b>	<b>\$1,087,969.00</b>	
		<b>Gross Profit</b>	<b>\$45,394.49</b>	<b>\$239,981.44</b>	<b>\$1,087,969.00</b>	
<b>Expenses</b>						
<b>Requirements</b>						
6124	Accounting Clerk	1,152.36	6,327.93	15,871.00	39.87%	
6325	Ads & Printing	0.00	0.00	200.00	0.00%	
6300	Attorney/Legal Fees	0.00	0.00	1,500.00	0.00%	
6301	Audit Fees	0.00	8,166.66	9,200.00	88.77%	
6326	Chemicals	0.00	0.00	2,200.00	0.00%	
6102	City Clerk	1,289.15	7,079.10	17,644.00	40.12%	
6123	City Recorder	1,118.18	6,140.20	15,314.00	40.10%	
6227	Collection System	1,637.05	11,715.38	45,000.00	26.03%	
6306	Contract Services	125.00	13,885.93	40,000.00	34.71%	
6427	Deposit Refund	0.00	231.43	2,000.00	11.57%	
6981	Disinfection	65,528.28	94,378.11	180,000.00	52.43%	
6305	Dues, Travel, Training	97.40	896.04	4,500.00	19.91%	
6745	Ellie's Lift Station	51,844.53	51,844.53	100,000.00	51.84%	
6334	Emergency Services	0.00	0.00	7,000.00	0.00%	
6119	Facilities Manager	2,193.10	11,961.83	29,853.00	40.07%	
6337	Fuel	1,037.86	2,888.25	3,500.00	82.52%	
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%	
6202	Liability Insurance	423.60	15,174.56	15,000.00	101.16%	
6203	Misc. Tools	984.80	1,114.34	1,500.00	74.29%	
6328	Office Supplies	11.37	125.75	1,000.00	12.58%	
6200	Operations & Maint	5,432.23	18,312.58	41,000.00	44.66%	
6115	Overtime	100.80	1,671.04	2,500.00	66.84%	
6118	Pager Pay	227.00	1,240.00	3,500.00	35.43%	
6120	Payroll Expense	8,766.97	49,219.08	110,402.00	44.58%	
6204	Permits	0.00	3,949.92	5,250.00	75.24%	
6121	Plant Operator	2,419.19	13,136.34	31,758.00	41.36%	
6329	Postage	115.81	702.97	2,000.00	35.15%	
6795	Reserve for Contingencies	0.00	0.00	94,016.00	0.00%	
6521	Reserve Transfer (ACER Reserve	0.00	13,500.00	13,500.00	100.00%	
6208	Safety Equipment & Supplies	0.00	1,068.45	5,500.00	19.43%	
6417	Sludge Hauling	0.00	0.00	10,000.00	0.00%	
6987	South Cedar Street	20,000.00	20,000.00	48,000.00	41.67%	
6531	Transfer Out (Gen Fund)	0.00	25,000.00	25,000.00	100.00%	
6525	Transfer Out (PW Reserve)	0.00	22,500.00	22,500.00	100.00%	
6536	Transfer Out (Sewer Debt)	0.00	81,595.00	81,595.00	100.00%	

**Sewer System Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	65,761.00	0.00%	
4952	Interest Income	79.06	403.26	1,558.00	25.88%	
	<b>Revenue</b>	<b>\$79.06</b>	<b>\$403.26</b>	<b>\$67,319.00</b>		
	<b>Gross Profit</b>	<b>\$79.06</b>	<b>\$403.26</b>	<b>\$67,319.00</b>		
<b>Expenses</b>						
6949	PLC/MCC Panel	0.00	0.00	5,000.00	0.00%	
6795	Reserve for Contingencies	0.00	0.00	47,319.00	0.00%	
6741	System Improvements	0.00	0.00	15,000.00	0.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,319.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$79.06</b>	<b>\$403.26</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$79.06</b>	<b>\$403.26</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	67,616.47	67,292.27	0.00	0.00%	
	Net Change in Fund Balance	79.06	403.26	0.00	0.00%	
	Ending Fund Balance	67,695.53	67,695.53	0.00	0.00%	

**Sewer SDC Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	443,440.00	0.00%	
4952	Interest Income	534.02	2,724.00	11,296.00	24.11%	
4792	System Development Charges	0.00	31,066.00	0.00	0.00%	
	<b>Revenue</b>	<b>\$534.02</b>	<b>\$33,790.00</b>	<b>\$454,736.00</b>		
	<b>Gross Profit</b>	<b>\$534.02</b>	<b>\$33,790.00</b>	<b>\$454,736.00</b>		
<b>Expenses</b>						
6981	Disinfection	16,063.60	16,063.60	46,000.00	34.92%	
6795	Reserve for Contingencies	0.00	0.00	396,736.00	0.00%	
6987	South Cedar Street	0.00	0.00	12,000.00	0.00%	
	<b>Expenses</b>	<b>\$16,063.60</b>	<b>\$16,063.60</b>	<b>\$454,736.00</b>		
	<b>Revenue Less Expenditures</b>	<b>(\$15,529.58)</b>	<b>\$17,726.40</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>(\$15,529.58)</b>	<b>\$17,726.40</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	618,444.28	585,188.30	0.00	0.00%	
	Net Change in Fund Balance	(15,529.58)	17,726.40	0.00	0.00%	
	Ending Fund Balance	602,914.70	602,914.70	0.00	0.00%	

**Sewer Debt Service**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	Jun 2026	
		Nov 2025	Jul 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025	Nov 2025	Actual	Actual	Percent of Budget	
<b>Revenue &amp; Expenditures</b>							
<b>Revenue</b>							
<b>Transfers In</b>							
4982	Transfer In - Sewer Fund	0.00	81,595.00	81,595.00	100.00%		
<b>Other Revenue</b>							
4100	Beginning Budget Balance	0.00	0.00	56,738.00	0.00%		
4952	Interest Income	165.40	843.71	2,514.00	33.56%		
	<b>Revenue</b>	<b>\$165.40</b>	<b>\$82,438.71</b>	<b>\$140,847.00</b>			
	<b>Gross Profit</b>	<b>\$165.40</b>	<b>\$82,438.71</b>	<b>\$140,847.00</b>			
<b>Expenses</b>							
<b>Capital Reserve</b>							
6150	Debt Service Expense	35,000.00	35,900.00	71,600.00	50.14%		
6945	Debt Service Interest	9,290.63	9,290.63	9,991.00	92.99%		
6598	Unappropriated Ending Fund Bal	0.00	0.00	59,256.00	0.00%		
	<b>Expenses</b>	<b>\$44,290.63</b>	<b>\$45,190.63</b>	<b>\$140,847.00</b>			
	<b>Revenue Less Expenditures</b>	<b>(\$44,125.23)</b>	<b>\$37,248.08</b>	<b>\$0.00</b>			
	<b>Net Change in Fund Balance</b>	<b>(\$44,125.23)</b>	<b>\$37,248.08</b>	<b>\$0.00</b>			
<b>Fund Balances</b>							
	Beginning Fund Balance	127,559.79	46,186.48	0.00	0.00%		
	Net Change in Fund Balance	(44,125.23)	37,248.08	0.00	0.00%		
	Ending Fund Balance	83,434.56	83,434.56	0.00	0.00%		

**Street Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	Jun 2026	Percent of Budget		
		Nov 2025	Jul 2025	Jul 2025	Jun 2026				
		Nov 2025	Nov 2025	Actual	Actual				
<b>Revenue &amp; Expenditures</b>									
<b>Revenue</b>									
<b>Other Revenue</b>									
4100	Beginning Budget Balance		0.00	0.00	84,835.00		0.00%		
4952	Interest Income	523.83	2,672.02	5,326.00		50.17%			
4292	Recology Franchise Fees	367.12	2,611.36	5,400.00		48.36%			
4494	Sidewalk Deposits	0.00	0.00	1,500.00		0.00%			
4959	Small Cities Grant	0.00	0.00	250,000.00		0.00%			
4290	State Gas Tax Revenue	8,518.51	42,350.87	99,000.00		42.78%			
	<b>Revenue</b>	<b>\$9,409.46</b>	<b>\$47,634.25</b>	<b>\$446,061.00</b>					
	<b>Gross Profit</b>	<b>\$9,409.46</b>	<b>\$47,634.25</b>	<b>\$446,061.00</b>					
<b>Expenses</b>									
<b>Requirements</b>									
6123	City Recorder	89.45	491.24	1,225.00		40.10%			
6306	Contract Services	0.00	6,841.00	20,000.00		34.21%			
6427	Deposit Refund	0.00	1,185.00	500.00		237.00%			
6221	Equipment/Maintenance	0.00	246.67	0.00		0.00%			
6119	Facilities Manager	1,154.26	6,295.70	15,712.00		40.07%			
6200	Operations & Maint	0.00	9,828.94	10,000.00		98.29%			
6120	Payroll Expense	2,318.79	13,131.25	25,686.00		51.12%			
6121	Plant Operator	537.60	2,919.18	7,057.00		41.37%			
6795	Reserve for Contingencies	0.00	0.00	70,726.00		0.00%			
6988	Small Cities Grant Sidewalks	0.00	0.00	250,000.00		0.00%			
6229	Street Lights	1,864.63	7,453.59	22,900.00		32.55%			
6222	Street Maintenance	0.00	204.06	12,000.00		1.70%			
6109	Utility Worker I	344.92	1,893.91	4,751.00		39.86%			
6108	Utility Worker II	399.48	2,193.50	5,504.00		39.85%			
	<b>Expenses</b>	<b>\$6,709.13</b>	<b>\$52,684.04</b>	<b>\$446,061.00</b>					
	<b>Revenue Less Expenditures</b>	<b>\$2,700.33</b>	<b>(\$5,049.79)</b>	<b>\$0.00</b>					
	<b>Net Change in Fund Balance</b>	<b>\$2,700.33</b>	<b>(\$5,049.79)</b>	<b>\$0.00</b>					
<b>Fund Balances</b>									
Beginning Fund Balance									
		(6,089.53)	1,660.59	0.00		0.00%			
Net Change in Fund Balance									
		2,700.33	(5,049.79)	0.00		0.00%			
Ending Fund Balance									
		(3,389.20)	(3,389.20)	0.00		0.00%			

**Streets SDC Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	170,940.00	0.00%	
4952	Interest Income	206.89	1,055.34	5,236.00	20.16%	
4792	System Development Charges	0.00	17,157.00	0.00	0.00%	
	<b>Revenue</b>	<b>\$206.89</b>	<b>\$18,212.34</b>	<b>\$176,176.00</b>		
	<b>Gross Profit</b>	<b>\$206.89</b>	<b>\$18,212.34</b>	<b>\$176,176.00</b>		
<b>Expenses</b>						
6795	Reserve for Contingencies	0.00	0.00	97,076.00	0.00%	
6989	Small Cities Grant Match	0.00	0.00	57,300.00	0.00%	
6948	Transportation System Plan	0.00	0.00	21,800.00	0.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$176,176.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$206.89</b>	<b>\$18,212.34</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$206.89</b>	<b>\$18,212.34</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	278,190.92	260,185.47	0.00	0.00%	
	Net Change in Fund Balance	206.89	18,212.34	0.00	0.00%	
	Ending Fund Balance	278,397.81	278,397.81	0.00	0.00%	

**Building Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	Jun 2026	Percent of Budget		
		Nov 2025	Jul 2025	Jul 2025	Jun 2026				
		Nov 2025	Nov 2025	Actual	Actual				
<b>Revenue &amp; Expenditures</b>									
<b>Revenue</b>									
<b>Other Revenue</b>									
4100	Beginning Budget Balance		0.00	0.00	30,573.00		0.00%		
4939	Code Compliance Fees		75.00	1,675.00	1,000.00		167.50%		
4938	County Building Services		353.51	3,428.52	2,000.00		171.43%		
4952	Interest Income		40.35	205.84	790.00		26.06%		
	<b>Revenue</b>		<b>\$468.86</b>	<b>\$5,309.36</b>	<b>\$34,363.00</b>				
	<b>Gross Profit</b>		<b>\$468.86</b>	<b>\$5,309.36</b>	<b>\$34,363.00</b>				
<b>Expenses</b>									
<b>Requirements</b>									
6124	Accounting Clerk		230.48	1,265.62	3,174.00		39.87%		
6123	City Recorder		223.64	1,228.06	3,063.00		40.09%		
6119	Facilities Manager		230.86	1,259.17	3,142.00		40.08%		
6328	Office Supplies		0.00	0.00	50.00		0.00%		
6120	Payroll Expense		625.24	3,625.64	7,034.00		51.54%		
6329	Postage		0.00	0.00	100.00		0.00%		
6795	Reserve for Contingencies		0.00	0.00	17,800.00		0.00%		
	<b>Expenses</b>		<b>\$1,310.22</b>	<b>\$7,378.49</b>	<b>\$34,363.00</b>				
	<b>Revenue Less Expenditures</b>		<b>(\$841.36)</b>	<b>(\$2,069.13)</b>	<b>\$0.00</b>				
	<b>Net Change in Fund Balance</b>		<b>(\$841.36)</b>	<b>(\$2,069.13)</b>	<b>\$0.00</b>				
<b>Fund Balances</b>									
	Beginning Fund Balance		16,960.91	18,188.68	0.00		0.00%		
	Net Change in Fund Balance		(841.36)	(2,069.13)	0.00		0.00%		
	Ending Fund Balance		16,119.55	16,119.55	0.00		0.00%		

**Economic Development Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	40,083.00	0.00%	
4952	Interest Income	48.39	246.85	1,127.00	21.90%	
	<b>Revenue</b>	<b>\$48.39</b>	<b>\$246.85</b>	<b>\$41,210.00</b>		
	<b>Gross Profit</b>	<b>\$48.39</b>	<b>\$246.85</b>	<b>\$41,210.00</b>		
<b>Expenses</b>						
6124	Accounting Clerk	460.94	2,531.15	6,348.00	39.87%	
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%	
6123	City Recorder	447.27	2,456.05	6,126.00	40.09%	
6251	Economic Development Loan	0.00	0.00	18,380.00	0.00%	
6120	Payroll Expense	870.81	5,124.12	9,356.00	54.77%	
	<b>Expenses</b>	<b>\$1,779.02</b>	<b>\$10,111.32</b>	<b>\$41,210.00</b>		
	<b>Revenue Less Expenditures</b>	<b>(\$1,730.63)</b>	<b>(\$9,864.47)</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>(\$1,730.63)</b>	<b>(\$9,864.47)</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	36,264.94	44,398.78	0.00	0.00%	
	Net Change in Fund Balance	(1,730.63)	(9,864.47)	0.00	0.00%	
	Ending Fund Balance	34,534.31	34,534.31	0.00	0.00%	

**Admin Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	Jun 2026	
		Nov 2025	Jul 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025	Nov 2025	Actual	Percent of Budget		
<b>Revenue &amp; Expenditures</b>							
<b>Revenue</b>							
4100	Beginning Budget Balance		0.00	0.00	24,260.00	0.00%	
4952	Interest Income		62.24	317.50	941.00	33.74%	
4921	Municipal Court Equip Assmt		42.00	256.00	800.00	32.00%	
4982	Transfer In - Sewer Fund		0.00	13,500.00	13,500.00	100.00%	
4981	Transfer In - Water Fund		0.00	13,500.00	13,500.00	100.00%	
	<b>Revenue</b>		<b>\$104.24</b>	<b>\$27,573.50</b>	<b>\$53,001.00</b>		
	<b>Gross Profit</b>		<b>\$104.24</b>	<b>\$27,573.50</b>	<b>\$53,001.00</b>		
<b>Expenses</b>							
6403	Copy/Postal/Computing		270.69	2,580.68	3,200.00	80.65%	
6414	Software		0.00	4,397.19	5,000.00	87.94%	
6408	Support Services		99.00	3,978.93	5,000.00	79.58%	
6531	Transfer Out (Gen Fund)		0.00	19,801.00	19,801.00	100.00%	
6032	Website/IT		1,446.18	5,736.18	20,000.00	28.68%	
	<b>Expenses</b>		<b>\$1,815.87</b>	<b>\$36,493.98</b>	<b>\$53,001.00</b>		
	<b>Revenue Less Expenditures</b>		<b>(\$1,711.63)</b>	<b>(\$8,920.48)</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>		<b>(\$1,711.63)</b>	<b>(\$8,920.48)</b>	<b>\$0.00</b>		
<b>Fund Balances</b>							
	Beginning Fund Balance		34,490.76	41,699.61	0.00	0.00%	
	Net Change in Fund Balance		(1,711.63)	(8,920.48)	0.00	0.00%	
	Ending Fund Balance		32,779.13	32,779.13	0.00	0.00%	

**Public Works Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	39,662.00	0.00%	
4952	Interest Income	129.53	660.72	636.00	103.89%	
4982	Transfer In - Sewer Fund	0.00	22,500.00	22,500.00	100.00%	
4981	Transfer In - Water Fund	0.00	22,500.00	22,500.00	100.00%	
4992	Transfer In- Water Depr	0.00	25,000.00	25,000.00	100.00%	
	<b>Revenue</b>	<b>\$129.53</b>	<b>\$70,660.72</b>	<b>\$110,298.00</b>		
	<b>Gross Profit</b>	<b>\$129.53</b>	<b>\$70,660.72</b>	<b>\$110,298.00</b>		
<b>Expenses</b>						
6986	Fuel Containment	0.00	4,706.00	10,000.00	47.06%	
6415	Lab/Office	8,645.00	8,645.00	10,000.00	86.45%	
6795	Reserve for Contingencies	0.00	0.00	45,298.00	0.00%	
6422	Utility Truck Purchase	0.00	38,347.47	45,000.00	85.22%	
	<b>Expenses</b>	<b>\$8,645.00</b>	<b>\$51,698.47</b>	<b>\$110,298.00</b>		
	<b>Revenue Less Expenditures</b>	<b>(\$8,515.47)</b>	<b>\$18,962.25</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>(\$8,515.47)</b>	<b>\$18,962.25</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	65,150.14	37,672.42	0.00	0.00%	
	Net Change in Fund Balance	(8,515.47)	18,962.25	0.00	0.00%	
	Ending Fund Balance	56,634.67	56,634.67	0.00	0.00%	
<i>Report Options</i>						
Fund: Public Works Reserve Fund						
Period: 11/1/2025 to 11/30/2025						
Detail Level: Level 1 Accounts						
Display Account Categories: No						
Display Subtotals: No						
Revenue Reporting Method: Actual - Budget						
Expense Reporting Method: Actual - Budget						
Budget: Public Works Reserve						

**Park SDC**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025	Nov 2025	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	559,423.00	0.00%	
4952	Interest Income	672.80	3,431.91	13,489.00	25.44%	
4792	System Development Charges	0.00	26,894.00	0.00	0.00%	
	<b>Revenue</b>	<b>\$672.80</b>	<b>\$30,325.91</b>	<b>\$572,912.00</b>		
	<b>Gross Profit</b>	<b>\$672.80</b>	<b>\$30,325.91</b>	<b>\$572,912.00</b>		
<b>Expenses</b>						
6795	Reserve for Contingencies	0.00	0.00	472,912.00	0.00%	
6741	System Improvements	0.00	3,835.00	100,000.00	3.84%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$3,835.00</b>	<b>\$572,912.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$672.80</b>	<b>\$26,490.91</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$672.80</b>	<b>\$26,490.91</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	691,351.17	665,533.06	0.00	0.00%	
	Net Change in Fund Balance	672.80	26,490.91	0.00	0.00%	
	Ending Fund Balance	692,023.97	692,023.97	0.00	0.00%	

**Park Equipment Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025	Nov 2025	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	14,384.00	0.00%	
4952	Interest Income	17.28	88.16	333.00	26.47%	
	<b>Revenue</b>	<b>\$17.28</b>	<b>\$88.16</b>	<b>\$14,717.00</b>		
	<b>Gross Profit</b>	<b>\$17.28</b>	<b>\$88.16</b>	<b>\$14,717.00</b>		
<b>Expenses</b>						
6402	Equipment Replacement	0.00	0.00	1,500.00	0.00%	
6413	Gen Park Mxt & Improvement	0.00	0.00	1,500.00	0.00%	
6795	Reserve for Contingencies	0.00	0.00	11,717.00	0.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,717.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$17.28</b>	<b>\$88.16</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$17.28</b>	<b>\$88.16</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	19,122.38	19,051.50	0.00	0.00%	
	Net Change in Fund Balance	17.28	88.16	0.00	0.00%	
	Ending Fund Balance	19,139.66	19,139.66	0.00	0.00%	

**Stormwater**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4952	Interest Income	43.48	221.81	280.00	79.22%	
4963	Stormwater	1,025.78	5,515.64	12,936.00	42.64%	
4982	Transfer In - Sewer Fund	0.00	23,813.00	23,813.00	100.00%	
	<b>Revenue</b>	<b>\$1,069.26</b>	<b>\$29,550.45</b>	<b>\$37,029.00</b>		
	<b>Gross Profit</b>	<b>\$1,069.26</b>	<b>\$29,550.45</b>	<b>\$37,029.00</b>		
<b>Expenses</b>						
6795	Reserve for Contingencies	0.00	0.00	37,029.00	0.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,029.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$1,069.26</b>	<b>\$29,550.45</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$1,069.26</b>	<b>\$29,550.45</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	40,756.09	12,274.90	0.00	0.00%	
	Net Change in Fund Balance	1,069.26	29,550.45	0.00	0.00%	
	Ending Fund Balance	41,825.35	41,825.35	0.00	0.00%	

**Stormwater SDC Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	161,749.00	0.00%	
4952	Interest Income	194.68	993.05	4,027.00	24.66%	
4792	System Development Charges	0.00	14,308.00	0.00	0.00%	
	<b>Revenue</b>	<b>\$194.68</b>	<b>\$15,301.05</b>	<b>\$165,776.00</b>		
	<b>Gross Profit</b>	<b>\$194.68</b>	<b>\$15,301.05</b>	<b>\$165,776.00</b>		
<b>Expenses</b>						
6795	Reserve for Contingencies	0.00	0.00	165,776.00	0.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165,776.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$194.68</b>	<b>\$15,301.05</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$194.68</b>	<b>\$15,301.05</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	241,536.05	226,429.68	0.00	0.00%	
	Net Change in Fund Balance	194.68	15,301.05	0.00	0.00%	
	Ending Fund Balance	241,730.73	241,730.73	0.00	0.00%	

**Police Vehicle Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	23,793.00	0.00%	
4952	Interest Income	33.57	171.22	789.00	21.70%	
4926	Vehicle Replacement Assmt	210.00	1,280.00	4,000.00	32.00%	
	<b>Revenue</b>	<b>\$243.57</b>	<b>\$1,451.22</b>	<b>\$28,582.00</b>		
	<b>Gross Profit</b>	<b>\$243.57</b>	<b>\$1,451.22</b>	<b>\$28,582.00</b>		
<b>Expenses</b>						
6531	Transfer Out (Gen Fund)	0.00	28,582.00	28,582.00	100.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$28,582.00</b>	<b>\$28,582.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$243.57</b>	<b>(\$27,130.78)</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$243.57</b>	<b>(\$27,130.78)</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	(4,002.35)	23,372.00	0.00	0.00%	
	Net Change in Fund Balance	243.57	(27,130.78)	0.00	0.00%	
	Ending Fund Balance	(3,758.78)	(3,758.78)	0.00	0.00%	

**City Hall Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025	
		Nov 2025	Jul 2025	Jul 2025	Jun 2026	
		Nov 2025 Actual	Nov 2025 Actual	Jun 2026	Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4100	Beginning Budget Balance	0.00	0.00	15,836.00	0.00%	
4952	Interest Income	19.03	97.08	371.00	26.17%	
	<b>Revenue</b>	<b>\$19.03</b>	<b>\$97.08</b>	<b>\$16,207.00</b>		
	<b>Gross Profit</b>	<b>\$19.03</b>	<b>\$97.08</b>	<b>\$16,207.00</b>		
<b>Expenses</b>						
6531	Transfer Out (Gen Fund)	0.00	16,207.00	16,207.00	100.00%	
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$16,207.00</b>	<b>\$16,207.00</b>		
	<b>Revenue Less Expenditures</b>	<b>\$19.03</b>	<b>(\$16,109.92)</b>	<b>\$0.00</b>		
	<b>Net Change in Fund Balance</b>	<b>\$19.03</b>	<b>(\$16,109.92)</b>	<b>\$0.00</b>		
<b>Fund Balances</b>						
	Beginning Fund Balance	72.62	16,201.57	0.00	0.00%	
	Net Change in Fund Balance	19.03	(16,109.92)	0.00	0.00%	
	Ending Fund Balance	91.65	91.65	0.00	0.00%	



# YAMHILL POLICE DEPARTMENT

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



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

### Police Statistics:

Number of Calls/Activity:	112	
Number of Case Reports:	04	
Number of Arrests:	01	
Number of Municipal Court Citations:	09	
Number of Warnings:	49	
Number of Circuit Court Citations:	01	
Citizen Calls for Service	30	
Officer Initiated Contacts	22	

### Hours Worked:

Greg Graven	153	
Chris Livingston	158.25	
Andrew McMullen	00	

### Miles Driven:

Greg Graven	886	
Chris Livingston	990	
Andrew McMullen	00	



# **YAMHILL POLICE DEPARTMENT**

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



## **Yamhill Police Department November Staff Report for City Council**

Date: 12/02/2025

### **Yamhill Police Department:**

#### **Greg Graven**

- Respond to Calls for Service
- Call Out Dog @ Large N Maple Street. Owner of dog located and returned
- Stats Report/Staff Report/ONIBRS/CAD Inform/LEEP Use of Force/LEEP Suicide Data LEEP LECO for October
- Lexipol Policy Manual Updates
- Oregon Resources Coordination Assistance Agreement ORCAA/Oregon Department of Emergency Management Agreement OEM
- MCAT Zoom Meeting
- Axon Taser 7 Annual Recertification
- Abandoned Vehicle E 1st Street W-1
- 911 Hangup plotting 100 to 199 block of N Olive Street 71 meter radius Ping phone w/ T-Mobile Second Ping 200 to 279 E Camellia Street 15 meter radius S-1
- Follow Up Call Abandoned Vehicle E 1<sup>st</sup> Street. Working w/ Insurance Will have vehicle removed tomorrow or Thursday Updated RP W-1
- Community Connection Be Sensitive Be Brave for Suicide Prevention Training
- STOP Stakeholder Meeting Virtual
- Records Documents/Invoices/Training Records/Personnel/Budget Documents/Training Records/UTC Documents/Records Request/Records Documents/Evidence Documents
- LEDS Validations 2025
- YCOM IGA 190 Agreement User Fees/Dues YCSO
- FTEP Field Training Evaluation Program w/ 845 McMullen
- Fuel Cloud Updates
- Lexipol DTB's October & November
- STOP Updates
- Medical E 3rd Street. Declined Medical POV to hospital W-1

- ATL Attempt to Locate Reckless Drive S Elm Street S-1
- F/U Follow Up on Medical E 3rd Street
- Staff Meeting w/ Andrew McMullen, Kim Steele, Angie Fowler Kara Corrigan, Jason Wofford, Josh Johnson
- YCOM IGA 190 Agreement Final Draft YCSO
- Computer Updates
- Equity Action Workgroup Meeting McMinnville Community Center
- Creating Resilient Communities Workgroup Meeting Virtual
- Christopher Robin Giving Society Heart of the Community Awards Ceremony Changing Hearts Impact Award Recipient Honored to me w/ Kim Steele, Chris Livingston, Angie Fowler, Kara Corrigan, Shea Corrigan & Special Guest Buzz Corrigan
- Lexipol Connect 2025 Virtual Conference
- YCOM User Group Committee Meeting Grand Ronde Fire Department
- PERS Reporting Updates w/ Kim Steele & Kara Corrigan
- Suspicious Activity E Main Street Case# 25YP0100 R-1
- SRO Meeting w/ Superintendent Clint Reaver YC District Office 120 N Larch Place W-1
- Search & Seizure Fundamentals Oregon DOJ Grand Ronde Fire Department 28480 McPherson Road Grand Ronde
- Traffic Hazard Hwy 47//Phillips Road Large Green Tarp on Highway W-1
- CHIP Suicide Prevention Coalition Teams Meeting
- Genasys Zone Meeting Zoom Brian Young YCSO
- COPS Grant Just Grants
- ATL Attempt to Locate Reckless Drive SB Hwy 47//Cove Orchard S-1
- AOA Agency Assist YCSO 327 Flores Suspicious NW Adcock Road W-8
- Expungement
- DA's Office Juvenile Department
- Meeting w/ Mayor Shea Corringan Authorized to Start Process to Fill Vacant FTE LE Position
- Legal Survival Search & Seizure Updates Blue to Gold Training
- DHS Cross Report W Main Street Case# 25YP0101 R-1
- F/U Follow Up 25YP0101 w/ DHS W Main Street R-1
- Carlton Vet Clinic Dog Kenneling Owner Unable to Provide Services

### **SRO Officer Chris Livingston**

- SRO School Resource Officer
- Car fire N Fir Loop
- AOA YCSO Rockyford & Pike on a kid smoking pot in his car
- Single vehicle crash Shelton Road//Westside Road. Lines down on road and surround car driver trapped. DUII driver.
- Bar Check Fireside Grill
- Pistol Instructor Course Woodburn PD

- Welfare Check at Valley Market. Turns out it was the other Valley Market
- Motor Vehicle Crash with injuries Hwy 47//Wapato School Road two car. Both off the road. backing up SO & OSP 1st on scene
- AOA YCSO DUII Rollover Crash Hwy 47//Flett Road
- Disturbance Unwanted at Fireside Grill W Main Street
- Shoot don't shoot VR training
- RO & Stalking Order violation YC High School N Maple Street
- Backing up Carlton PD 871 while waiting for county on 2 vehicle crash Hendricks Road//Madoffery Road.
- Reckless drive reported, came back to a parent of a student, UTL at schools
- BSAT Meeting
- Meeting w/ parents & student regarding messages from other students.
- YC High School HS helping in the shop w/ a school project
- Custodial Interference
- DHS Cross Report 25YP0102 S Redwood Street
- Traffic Control for Yamhill Towing at Moores Valley Road//West Side Road
- LE assist TVFR Worden Hill Road
- DUII Maple Street//Main Street 25YP0103

Greg Graven  
Chief of Police

## Angela Fowler

---

**From:** Jason Wofford  
**Sent:** Wednesday, December 3, 2025 9:00 AM  
**To:** Angela Fowler  
**Subject:** RE: Council Report

Water Distribution- public works installed a insta valve on the main waterline, fixed one residential waterline. Scheduled to flush hydrants. Wastewater worked on the tmdl, jetted and vactored Elm Street and 2<sup>nd</sup>. Streets- paved cedar street and fixed two potholes, assessing sidewalks. Parks- finishing up leaf removal.

---

**From:** Angela Fowler <a.fowler@cityofyamhill.org>  
**Sent:** Wednesday, December 3, 2025 8:32 AM  
**To:** Jason Wofford <j.wofford@cityofyamhill.org>  
**Subject:** Council Report

Jason,  
Do you have anything to report for the council meeting next week?

*Angie Fowler*

**City Recorder**  
City of Yamhill  
503-662-3511 ext. 102  
[www.cityofyamhill.org](http://www.cityofyamhill.org)  
[a.fowler@cityofyamhill.org](mailto:a.fowler@cityofyamhill.org)



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**BEFORE THE YAMHILL PLANNING COMMISSION**  
**Planning File DCA 24-03**

In the Matter of the )  
Application of ) 1. Code Amendment – Exterior Lighting  
City of Yamhill )

**ORDER OF RECOMMENDATION**

**I. NATURE OF THE APPLICATION**

This matter comes before the Yamhill Planning Commission on the application of the City of Yamhill to amend Title 10 of the Municipal Code regarding the establishment of Exterior Lighting regulations.

**II. GENERAL INFORMATION**

**A. Location**

The proposed amending language affects nonresidential property and uses in the City.

**B. Background Information**

The City seeks to amend the Yamhill Municipal Code, Title 10 by establishing new regulations for exterior lighting for commercial, public, and other non-residential uses. Exhibit "A" includes the proposed language.

**III. PUBLIC HEARING**

**A. Planning Commission Action**

On November 17, 2024, the Planning Commission conducted a public hearing on the application. At the conclusion of the hearing, the Planning Commission voted to recommend City Council approval of the amendments, finding the proposal complied with all applicable decision criteria in Title 10 of the Yamhill Municipal Code.

**B. City Council Action**

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

#### IV. FINDINGS OF FACT-GENERAL

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

- A. The applicant is the City of Yamhill.
- B. The application affects non-residential property and uses in the City.
- C. The request amends the Yamhill Municipal Code by establishing new regulations for exterior lighting for commercial, public, and other non-residential uses and activities. Exhibit "A" includes the specific language.
- D. The review and recommendation shall be based on provisions in the Yamhill Development Code; Section 10.132.060 to Section 10.320.100.

#### V. APPLICATION SUMMARY

- A. The Planning Commission conducted several work sessions and public hearings on this matter, eventually recommending the City Council adopt exterior lighting regulations. The City Council conducted their second reading of the proposed lighting amendments, and by unanimous decision, they remanded the material back to the Planning Commission for further consideration. The Commission reviewed proposed revisions at their October 28 work session, directing staff to return with final amended language for the next available public hearing.
- B. The regulations will create a new chapter - Chapter 10.66 Exterior Lighting Standards. Exhibit "A" includes the proposed language. The City submitted similar language to the Department of Land Conservation and Development (DLCD) for their review, and as of the date of this decision, the DLCD did not submit comments.
- C. The following reviews each section of the document and includes updated revisions.
  1. 10.66(A) Purpose. The purpose statement covers the concerns outlined by the Commission. The statement focuses on the lighting of commercial and public property.
  2. 10.66(B) Guiding Principles. This section "backs-up" the purpose statement by providing guidelines for establishing the standards in this Chapter. These are not criteria but provide a basis for why the City chooses to adopt the lighting standards.
  3. 10.66(C) Definitions. This is the definition section, and the amendments would also place these definitions in Chapter 10.08 (Definitions). The

effective date is now within 6 months of the date of final adoption.

4. 10.66(D) Applicability. Unless otherwise exempted, the standards in this Chapter are applicable only to commercial activities and publicly owned buildings and facilities. Development is also subject to building permit requirements and other applicable provisions in Title 10.
5. 10.66(E) General Requirements. This section includes general requirements that apply to all lighting.
  - a. Fully Shielded. Requires fully shielded light fixtures and installed to prevent light trespass and glare.
  - b. Maximum Brightness. This item limits the brightness for any one lamp, currently limited to 1,500 lumens.
  - c. Canopy & Eave Lighting. These regulations pertain to lighting canopies and eaves, such as for a gas station. The provisions require recessed or shielded lights, prohibits the lighting of canopy fascias.
  - d. Exterior Display. These regulations pertain to lighting for outdoor display/sales areas. Regulations limits lights to a height of 20-feet and designed to reduce glare and light trespass. This type of lighting must be off after business hours.
  - e. Parking Lot Lighting. Parking lot lighting shall be downcast, fully shielded, with strict limits on light trespass.
  - f. Lighting Curfew. This section places a curfew on business lighting: when the business closes, the exterior lights go out. The language allows for an additional hour of time to open and/or close a business. These regulations do not apply to 24-hour operations or provisions for security lighting.
  - g. Security Lighting. Security lights need not be motion activated but continually maintained. Existing building lights may double as security lights if they meet all provisions in this subsection. Regulations permit the placement of security lighting along fences.
  - h. Color. The Correlated Color Temperature (CCT) shall not exceed 3,000 Kelvins.
  - i. Publicly Owned Lighting. Publicly owned lighting must conform to the requirements for businesses. This Section excludes local public streets.
6. 10.66(F) Signage. New language allows direct or indirect illumination, provided all illumination is directed away from adjacent property.
7. 10.66(G) Prohibitions. Provisions prohibit the use of lasers, searchlights, upward pointing lights, blinking/flashing lights, and external neon lights. This prohibition extends to lights located within a building, and visible from a public street, which may create glare or similar impacts, although building trims may include neon lighting.

8. 10.66(H) Exemptions. Existing lights are exempt but must eventually conform. This section includes provisions on string lights. Decorative lighting and lighting for special events is exempt, as are lighting the U.S. flag, athletic fields (with limits), temporary lighting, lighting needed for emergencies, and landscaping. Holiday lights must not create glare.
9. 10.66(I) Existing Nonconforming Lighting. Existing outdoor light fixtures are exempt but must eventually conform. Conformance also applies to replacement lights, and the City may place these requirements as a condition of approval. The effective date definition now applies.
10. 10.66(J) Lighting Plan Required. Finally, development, including building permits, will require a lighting plan.
11. 10.66(K) Other Changes. The language includes three additional items:
  - a. Chapter 10.08 will also include all definitions in Chapter 10.66.
  - b. Section 10.52.070(F) will now include the same parking lot lighting requirements as contained in Chapter 10.66.
  - c. Section 10.64.110(C) amended to eliminate the reference to festoon lighting as a prohibitive type of lighting (now permitted per Chapter 10.66).

## VI. FINDINGS

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

**FINDINGS:** The amendment will follow the above noted procedure. The Council referred the matter to the Commission for consideration. The purpose of the hearing is to review the revised material and for the Planning Commission to provide a recommendation to the City Council.

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

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

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

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

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

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

**FINDINGS:** In this case, the Commission, through several public work sessions and hearings, identified potential impacts of unrestricted lighting due to a lack of consistent regulations.

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

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

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

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

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

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

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

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

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

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

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

**FINDINGS:** This subsection does not apply as the proposal addresses changes to exterior lighting regulations and does not change allowed uses within the various zones and therefore associated traffic impacts. However, restricting certain types of lighting (e.g., strobe lights, glare producing lights) will likely improve traffic safety.

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

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

E. Section 10.132.100 notes the amendments shall be effective upon the passage of the ordinance by the City Council changing the Plan. This is a procedural matter that applies if the Council approves the changes.

F. The City determined the establishment of a consistent set of regulations for exterior lighting to be beneficial to the community. The language sets limits as to brightness, hours of operation, and limiting impacts on adjacent property.

## VII. DECISION AND RECOMMENDATION

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

## VIII. CITY COUNCIL HEARING

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

APPROVED BY A 5-0 VOTE OF THE YAMHILL PLANNING COMMISSION ON THE 17<sup>TH</sup> DAY OF NOVEMBER 2025.

DATED at Yamhill, Oregon, this 21st day of November, 2025.

SIGNED: Shawn Frellinger  
Shawn Frellinger, Chairperson

11/21/2025  
Date

ATTEST: Angela Fowler  
Angela Fowler, City Recorder

11/21/2025  
Date

## Exhibit A

### 10.66 Exterior Lighting Standards

(A) **Purpose.** The purpose of these lighting standards are to conserve energy to the greatest extent possible; promoting traffic and pedestrian safety; minimizing glare, light trespass, obtrusive lighting, and light pollution; and preserving the dark sky of the natural nighttime environment.

(B) **Guiding Principles.** The standards in this Chapter are based on the following guiding principles and are not mandatory approval criteria:

- (1) **Useful.** Only use light when needed. All light should have a clear purpose, with consideration about how light will impact neighbors, wildlife, and their habitats.
- (2) **Targeted.** Target light fixtures so that light falls only where required. Shielding and careful aiming of the light beam to target its direction downward should be employed to prevent spill beyond immediate lighting needs.
- (3) **Low Level.** Lights should be no brighter than necessary, using the lowest light level possible. Consider reflective surfaces that will amplify light and direct light into the sky or neighboring properties.
- (4) **Controlled.** Provide lighting only when needed. Controls such as timers or motion detectors should be employed to ensure that light is available when needed, dimmed when possible, and turned off when not needed.
- (5) **Color.** Prefer the use of warmer color lights where possible.

(C) **Definitions.**

**ANSI.** American National Standards Institute.

**Bulb.** The component of the fixture that produces light.

**Canopy.** A covered structure open to the elements, with at least one side open for pedestrian and/or vehicular access.

**Correlated Color Temperature (CCT).** A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in kelvins (K).

**Dark Skies Lighting Standards.** The provisions of this Chapter 10.66.

**Downcast.** Directing the light only down toward the ground and in which the fixture shield is parallel with the level ground (see Figure 1).

**Effective Date.** Within six months from the date of final adoption of this Chapter.

**Fixture.** The complete lighting assembly that houses the lamp or lamps together with everything required to control and distribute the light output. The terms "fixture" and "luminaire" are interchangeable.

**Foot-candle.** A measurement of light intensity. One foot-candle has sufficient light to saturate a surface having an area of one square foot with one lumen of light.

**Fully shielded.** A light fixture that allows no direct emission of light above a

horizontal plane passing through the lowest light-emitting part of the light fixture (see Figure 1).

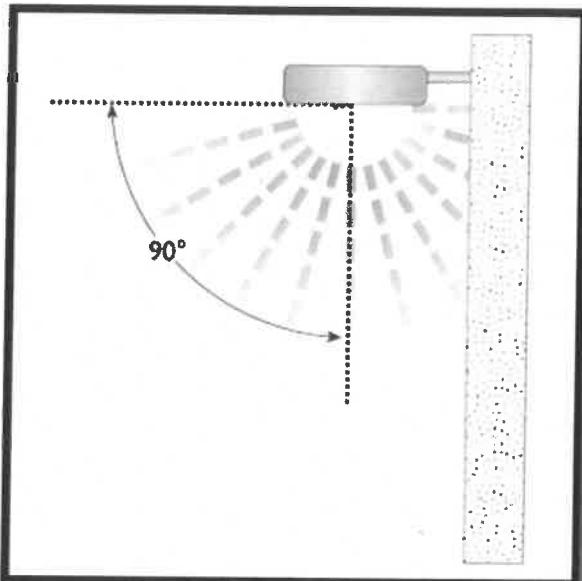


Figure 1.

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

**IES.** Illuminating Engineering Society.

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

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

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

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

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

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

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

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

"lumens" as rated by the manufacturer when the lamp is new, as listed on the packaging.

**Luminance:** The amount of light that passes through, emitted, or reflected from a particular area, and that falls within a given solid angle.

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

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

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

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

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

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

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

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

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

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

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

they comply with the provisions in this subsection.

(8) Color. The Correlated Color Temperature (CCT) shall not exceed 3,000 Kelvins.

(9) Publicly Owned Lighting. On property or buildings owned and operated by public agencies, lighting shall comply with provisions in this Section except for the curfew provisions in item (6).

(F) Signage. Direct or indirect illumination shall be permitted, provided all illumination is directed away from adjacent property.

(G) Prohibitions. The following shall be prohibited:

- (1) Laser Source Light. The use of laser source light or any similar high intensity light for outdoor advertising or entertainment.
- (2) Searchlights and Strobe Lights. The use of searchlights or strobe lights for purposes other than public safety or emergencies.
- (3) Upward-pointing light fixtures. All light fixtures must be downcast including illumination of signs, landscaping, flags (except the U.S. and state flags, if flown on the same flagpole), and other items.
- (4) Blinking and Flashing Lights. Any lighting that is flashing, blinking, rotating, chasing, or rapidly changing in color or intensity, except for traffic control fixtures, those used for public safety or emergencies, and seasonal holiday lights. This prohibition applies to lights located within a building and visible from an adjacent public street.
- (5) Externally Affixed Neon Lighting. Externally affixed neon lighting, except as a trim element that surrounds windows, doors, or building edges when located on building façades that face street frontages. Such lighting must not include flashing, intermittent or rotating lights.

(H) Exemptions. Notwithstanding anything herein to the contrary, the following forms of lighting are exempt from the standards in this Chapter.

- (1) Existing Nonconforming. Nonconforming lighting, subject to subsection (I) of this section.
- (2) String Lights. These lights are subject to the following standards:
  - (a) All installations of string lighting shall employ lamps that do not flash or flicker and whose individual output does not exceed 100 lumens.
  - (b) String lights shall consist only of white light sources with a CCT not to exceed three thousand (3,000) Kelvin.
  - (c) String lights are exempt from the downcast and full shielding requirements of subsection (E) of this section.
  - (d) The above limitations do not apply to holiday lighting.
- (3) Holiday Lighting. Holiday lighting shall not create glare on adjacent streets or adjacent or nearby properties.
- (4) Special Events. Events that require the use of temporary outdoor light fixtures are exempt if the exemption does not exceed five (5) days for a

particular property in any calendar year; however, permanent installations special event venues must conform to these standards.

- (5) Flags. Lighting for U.S. flags properly displayed (consistent with the U.S. Flag Code).
- (6) Government Authority. Lighting under the authority of the Oregon Department of Transportation or required by Federal or State laws or regulations such as airport runway lights, TV and radio transmission towers, and telecommunication towers.
- (8) Athletic Fields. Athletic field lighting meeting the following conditions:
  - (a) Field lighting is provided exclusively for illumination of the surface of play and viewing stands and not for any other applications.
  - (b) Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance).
  - (c) Lights must be extinguished by 10:00 pm local time or one hour after the end of play, whichever is later.
  - (d) Timers must be installed to prevent lights being left on accidentally overnight.
- (8) Temporary Lighting. Except for permitted security lighting, lighting for theatrical, television, performance areas, and construction sites shall be turned-off within one hour after the end of operations.
- (9) Emergencies. Lighting used under emergency conditions for the purpose of maintaining public safety. This may include, but not limited to, temporary facilities to replace lighting destroyed in a disaster or the use of spot-lights or similar lighting to assist emergency personnel.
- (10) Landscaping. Low voltage landscape lighting not exceeding 200 lumens per fixture and aimed so that glare is not visible from adjacent properties.

(I) Existing Nonconforming Lighting. Outdoor light fixtures lawfully installed and operable prior to the Effective Date are exempt from all such requirements, except as follows:

- (1) Compliance. All lighting must conform to the requirements of this Chapter within one year after the Effective Date.
- (2) Replacement. Any replacement or modification to nonconforming outdoor lighting must comply with these standards.
- (3) Condition of Approval. All nonconforming outdoor lighting must comply with the requirements in this Chapter as a condition of land use approval involving a Conditional Use or Development Review.

(J) Lighting Plan Required. All applications involving the construction of new buildings, expansion of existing structures, or building permits must include lighting plans showing location, type, height, color temperature, lumen output and amount of all proposed and existing light fixtures, along with light fixture cut sheets from the manufacturer. The applicant must provide enough information to demonstrate compliance with these standards. The City may request any additional information necessary or appropriate to evaluate compliance with these standards.

## **10.08. Definitions**

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

## **10.52 Parking**

Replace Section 10.52.070(F) with the following:

(F) Lighting. Parking lot lighting shall be downcast, fully shielded and shall not exceed a threshold of allowable light trespass of 0.1 foot-candle at the property line.

## **10.64 Signs**

Amend Section 10.64.110(C) by eliminating the term “festoon lighting.”