

City of Yamhill

A small taste of Oregon

Council Meeting Packet

June 5, 2026,
6:30 p.m.



CITY RECORDER REPORT

May/June 2026

Short-term action items

<u>Action item</u>	<u>Due date</u>	<u>Status</u>
Attended Meetings: Council, EDC, Planning, IIMC Events and Fundraising Committee, YCAHC Board of Directors Meeting		Complete
Attended Laserfiche Document Management/Records Retention Software Webinar		Complete
Council Minutes for April and May		Complete
Updates to Website/Facebook: videos, minutes, agendas, events, calendar items, misc. flyers, announcements, etc.		Ongoing
Creation/Posting/Publishing Caucus Flyer & Notices		Complete
Process Temporary Business Licenses for 2 Solicitors		Complete

Ongoing Projects

<u>Project</u>	<u>Priority Level</u>	<u>Status</u>
Ordinances 544 & 547 Codification	1	No progress
Master Fee Schedule Update	1	Nearing Department/Council Review
TLT IGA w/ Department of Revenue/ Ordinance Update	2	Updated Ordinance is Complete
Education Materials for Water Restrictions Website/Brochure	5	Posted Information to website
Caucus- Update of Elections Paperwork, Voter Registration Records Request, Caucus Forms, Scripts, and Preparation for Event	1	Complete
Switchover to new email domain – updates to everything		Ongoing
Records Inventory	3	No progress

Accomplishments

Received \$850 Scholarship for Professional Development!

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		May 2026 Actual	Jul 2025 May 2026 Actual	Jul 2025 Jun 2026	Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4932	Business License	25.00	1,100.00	950.00	115.79%
4902	Cigarette Taxes	49.20	596.51	750.00	79.53%
4910	COPS Grant	0.00	32,805.00	0.00	0.00%
4915	Dog License Revenue	0.00	444.00	150.00	296.00%
4925	Franchise Fees	0.00	64,412.85	65,000.00	99.10%
4944	Grant - ODOT DUII	0.00	893.92	4,000.00	22.35%
4942	Grant - ODOT Seat Belt	0.00	5,240.65	5,000.00	104.81%
4943	Grant - ODOT Speed	0.00	2,250.00	5,000.00	45.00%
4945	Grant -ODOT Distracted Driving	0.00	2,249.80	5,000.00	45.00%
4952	Interest Income	1,446.72	16,762.18	0.00	0.00%
4962	Land Use Fees	0.00	0.00	1,000.00	0.00%
4903	Liquor Taxes	451.78	16,925.80	22,000.00	76.94%
4098	Marijuana Tax	0.00	1,449.32	1,700.00	85.25%
4913	Miscellaneous Income	160.46	6,269.28	3,500.00	179.12%
4928	Municipal Court Fees	285.38	12,986.27	30,000.00	43.29%
4924	Municipal Court Fines	419.63	25,935.27	45,000.00	57.63%
4941	Municipal Court Training Assmt	6.00	656.00	1,200.00	54.67%
4951	National Night Out	0.00	0.00	2,000.00	0.00%
4961	Park Fees	500.00	1,855.00	2,000.00	92.75%
4957	Park User Fees	0.00	0.00	12,936.00	0.00%
4948	Planning Grant	0.00	41,926.28	0.00	0.00%
4914	Police Misc. Income	35.00	5,201.85	10,000.00	52.02%
4922	Police Service Fee	3,205.58	37,874.73	33,540.00	112.92%
4950	Police SRO-Yamhill/Carlton SD	0.00	9,375.00	12,500.00	75.00%
4901	Previously Levied Taxes	253.39	9,050.87	10,000.00	90.51%
4900	Property Tax Revenue	1,954.84	453,503.22	430,000.00	105.47%
4904	State Revenue Sharing	0.00	10,181.93	15,000.00	67.88%
4923	Towing Fees	0.00	0.00	100.00	0.00%
4990	Transfer In - City Hall Rsv	0.00	16,207.00	16,207.00	100.00%
4982	Transfer In - Sewer Fund	0.00	25,000.00	25,000.00	100.00%
4981	Transfer In - Water Fund	0.00	75,000.00	75,000.00	100.00%
4985	Transfer In -Police Veh Resv	0.00	28,582.00	28,582.00	100.00%
4996	Transfer In Acer	0.00	19,801.00	19,801.00	100.00%
General Revenues Totals		\$8,792.98	\$924,535.73	\$882,916.00	
Revenue		\$8,792.98	\$924,535.73	\$882,916.00	
Gross Profit		\$8,792.98	\$924,535.73	\$882,916.00	
Expenses					
Administrative Dept					
6124	Accounting Clerk	1,152.36	13,818.24	15,870.00	87.07%
6325	Ads & Printing	72.26	143.32	1,200.00	11.94%
6300	Attorney/Legal Fees	281.00	1,267.50	8,000.00	15.84%
6301	Audit Fees	0.00	8,283.34	9,200.00	90.04%
6412	Building Maintenance	0.00	298.95	2,000.00	14.95%
6335	Christmas Decorations	0.00	885.52	1,000.00	88.55%
6102	City Clerk	1,289.14	15,458.56	17,644.00	87.61%
6123	City Recorder	1,028.72	12,335.57	14,089.00	87.55%
6306	Contract Services	0.00	1,055.09	5,000.00	21.10%
6305	Dues, Travel, Training	0.00	5,408.46	5,000.00	108.17%

Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Percent of Budget
6334	Emergency Services	0.00	0.00	1,000.00	0.00%
6309	Janitorial Services	0.00	0.00	1,500.00	0.00%
6202	Liability Insurance	0.00	11,893.11	12,000.00	99.11%
6252	Miscellaneous Expense	0.00	104.81	600.00	17.47%
6328	Office Supplies	0.00	1,349.18	2,000.00	67.46%
6200	Operations & Maint	714.83	11,151.93	8,000.00	139.40%
6120	Payroll Expense	3,546.84	44,045.91	35,702.00	123.37%
6329	Postage	0.00	237.90	500.00	47.58%
6795	Reserve for Contingencies	0.00	0.00	243.00	0.00%
6210	Utilities	1,646.98	13,285.89	12,735.00	104.33%
	Administrative Dept Totals	\$9,732.13	\$141,023.28	\$153,283.00	
City Council					
6305	Dues, Travel, Training	0.00	1,496.03	1,500.00	99.74%
6252	Miscellaneous Expense	0.00	175.00	1,000.00	17.50%
6328	Office Supplies	38.98	38.98	100.00	38.98%
	City Council Totals	\$38.98	\$1,710.01	\$2,600.00	
Municipal Court					
6250	Assessments	1,058.00	9,180.50	13,000.00	70.62%
6300	Attorney/Legal Fees	0.00	0.00	150.00	0.00%
6224	Bail Refunds	0.00	160.00	300.00	53.33%
6102	City Clerk	1,289.16	15,458.63	17,643.00	87.62%
6310	Court Interpreter	100.00	900.00	1,200.00	75.00%
6305	Dues, Travel, Training	0.00	1,813.26	2,100.00	86.35%
6311	Municipal Judge	250.00	2,250.00	3,000.00	75.00%
6328	Office Supplies	0.00	16.43	500.00	3.29%
6200	Operations & Maint	10.14	658.56	1,400.00	47.04%
6120	Payroll Expense	1,314.20	15,127.58	13,233.00	114.32%
	Municipal Court Totals	\$4,021.50	\$45,564.96	\$52,526.00	
Park Dept					
6200	Operations & Maint	65.93	3,016.65	10,000.00	30.17%
6120	Payroll Expense	1,134.29	13,510.70	11,536.00	117.12%
6401	Trees	0.00	4,513.36	4,500.00	100.30%
6210	Utilities	340.02	2,382.90	1,500.00	158.86%
6109	Utility Worker I	504.45	6,190.92	7,126.00	86.88%
6108	Utility Worker II	616.55	7,263.18	8,256.00	87.97%
	Park Dept Totals	\$2,661.24	\$36,877.71	\$42,918.00	
Planning Dept					
6124	Accounting Clerk	460.94	5,527.24	6,348.00	87.07%
6325	Ads & Printing	0.00	852.67	2,500.00	34.11%
6303	City Planner	855.00	7,875.00	14,000.00	56.25%
6123	City Recorder	447.26	5,363.29	6,126.00	87.55%
6306	Contract Services	0.00	5,754.04	10,000.00	57.54%
6328	Office Supplies	0.00	0.00	150.00	0.00%
6120	Payroll Expense	915.59	10,783.92	9,356.00	115.26%
	Planning Dept Totals	\$2,678.79	\$36,156.16	\$48,480.00	
Police Dept					
6304	911 YCOM Dispatch	1,332.58	14,778.38	22,000.00	67.17%
6300	Attorney/Legal Fees	0.00	5,948.50	3,100.00	191.89%
6944	Central Square CAD	0.00	4,944.25	10,000.00	49.44%
6305	Dues, Travel, Training	0.00	3,261.09	4,500.00	72.47%
6221	Equipment/Maintenance	0.00	749.04	5,000.00	14.98%
6337	Fuel	642.41	7,574.33	13,400.00	56.52%

Statement of Revenue and Expenditures

Account Number		Current Period May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
6333	Investigation Expenses	0.00	595.00	1,250.00	47.60%
6202	Liability Insurance	0.00	18,550.97	18,800.00	98.68%
6252	Miscellaneous Expense	0.00	340.00	650.00	52.31%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	418.20	418.20	4,000.00	10.46%
6336	National Night Out Expense	0.00	1,426.51	2,000.00	71.33%
6117	ODOT Grant Payroll	0.00	6,968.37	18,500.00	37.67%
6328	Office Supplies	26.23	1,329.44	2,475.00	53.71%
6115	Overtime	0.00	13,424.98	10,000.00	134.25%
6120	Payroll Expense	11,226.10	126,651.73	200,000.00	63.33%
6254	Peer Support Expense	0.00	0.00	210.00	0.00%
6104	Police Chief	9,063.31	110,379.96	117,832.00	93.68%
6122	Police Corporal	0.00	18,830.49	83,075.00	22.67%
6331	Police Equipment	2,747.76	9,362.24	10,000.00	93.62%
6105	Police Officer	4,902.40	25,124.80	0.00	0.00%
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	0.00	4,075.00	12,500.00	32.60%
6522	Reserve Transfer (PD Vehicle)	3,000.00	3,000.00	3,000.00	100.00%
6327	Resource Materials	550.00	550.00	1,150.00	47.83%
6330	Uniform Allowance	214.50	1,218.02	3,600.00	33.83%
6210	Utilities	422.24	4,618.44	5,250.00	87.97%
6405	Vehicle Lease	0.00	12,450.00	12,450.00	100.00%
6027	Vehicle Maintenance	0.00	9,585.36	16,500.00	58.09%
Police Dept Totals		\$34,545.73	\$408,522.56	\$586,109.00	
Expenses		\$53,678.37	\$669,854.68	\$885,916.00	
Revenue Less Expenditures		(\$44,885.39)	\$254,681.05	(\$3,000.00)	
Net Change in Fund Balance		(\$44,885.39)	\$254,681.05	(\$3,000.00)	

Fund Balances

Beginning Fund Balance	128,720.62	(170,845.82)	0.00	0.00%
Net Change in Fund Balance	(44,885.39)	254,681.05	(3,000.00)	0.00%
Ending Fund Balance	83,835.23	83,835.23	0.00	0.00%

Report Options

Fund: General Fund

Period: 5/1/2026 to 5/31/2026

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Display Subtotals: No

Water Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		May 2026 May 2026 Actual	Jul 2025 May 2026 Actual	Jul 2025 Jun 2026	Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4917	Backflow Testing Fees	40.00	40.00	0.00	0.00%
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	2,991.37	34,659.11	30,000.00	115.53%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income		18,311.14	0.00	0.00%
4940	Security Deposits	862.01	9,099.21	3,500.00	259.98%
4960	Users Fees	74,997.67	1,076,791.65	1,183,000.00	91.02%
4958	Water Connection Fees		5,850.00	8,000.00	73.13%
	Revenue	\$78,891.05	\$1,144,751.11	\$5,325,607.00	
	Gross Profit	\$78,891.05	\$1,144,751.11	\$5,325,607.00	
Expenses					
Requirements					
6124	Accounting Clerk	1,152.35	13,818.25	15,871.00	87.07%
6325	Ads & Printing	72.26	143.32	100.00	143.32%
6300	Attorney/Legal Fees		728.75	11,000.00	6.63%
6301	Audit Fees		8,283.34	9,200.00	90.04%
6326	Chemicals		12,459.20	20,000.00	62.30%
6102	City Clerk	1,289.16	15,458.65	17,643.00	87.62%
6123	City Recorder	1,118.17	13,408.35	15,314.00	87.56%
6306	Contract Services	2,229.38	68,035.55	80,000.00	85.04%
6449	Dahlia Street Phase 1		23,569.33	23,569.33	100.00%
6427	Deposit Refund		439.05	650.00	67.55%
6237	Distribution System	69.46	38,356.71	50,000.00	76.71%
6305	Dues, Travel, Training		6,535.81	6,000.00	108.93%
6334	Emergency Services		0.00	3,000.00	0.00%
6119	Facilities Manager	2,273.92	26,797.86	29,854.00	89.76%
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	910.41	10,326.93	4,000.00	258.17%
6407	Intake Structure	735.70	52,460.71	76,344.00	68.72%
6232	Large Meter Testing		352.71	1,600.00	22.04%
6202	Liability Insurance		38,274.56	38,000.00	100.72%
6233	Meter Replacement	2,882.58	6,278.68	8,000.00	78.48%
6203	Misc. Tools	459.98	1,024.41	1,000.00	102.44%
6252	Miscellaneous Expense		74.98	0.00	0.00%
6328	Office Supplies		859.11	1,000.00	85.91%
6446	Olive/Camellia/Moores	14,764.75	249,358.31	295,366.67	84.42%
6200	Operations & Maint	1,941.31	28,459.42	47,000.00	60.55%
6115	Overtime	115.08	2,832.71	5,000.00	56.65%
6118	Pager Pay	224.00	2,713.00	3,500.00	77.51%
6120	Payroll Expense	10,333.54	121,971.05	123,814.00	98.51%
6204	Permits	1,500.00	2,793.48	4,000.00	69.84%
6121	Plant Operator	2,419.20	28,861.14	31,758.00	90.88%

Water Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		May 2026	Jul 2025	Jul 2025	Jun 2026
		May 2026 Actual	May 2026 Actual	Jun 2026	Percent of Budget
6329	Postage	135.79	1,470.73	2,000.00	73.54%
6441	Res. to Plant Tie Feasibility		0.00	75,000.00	0.00%
6795	Reserve for Contingencies		0.00	306,968.00	0.00%
6521	Reserve Transfer (ACER Reserve)		13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	797.90	3,030.84	3,500.00	86.60%
6417	Sludge Hauling		0.00	3,500.00	0.00%
6535	Transfer Out (Street Fund)	4,000.00	4,000.00	4,000.00	100.00%
6531	Transfer Out (Gen Fund)		75,000.00	75,000.00	100.00%
6525	Transfer Out (PW Reserve)		22,500.00	22,500.00	100.00%
6524	Transfer Out (Water Debt Svc)		210,000.00	210,000.00	100.00%
6210	Utilities	3,572.27	28,408.87	32,710.00	86.85%
6109	Utility Worker I	1,513.35	18,572.95	21,378.00	86.88%
6108	Utility Worker II	1,849.68	21,789.54	24,767.00	87.98%
6027	Vehicle Maintenance	20.60	1,385.50	2,000.00	69.28%
Other Expense					
6201	Lab Equipment		1,242.00	5,200.00	23.88%
6440	Transmission Line Feasibility		0.00	75,000.00	0.00%
		Expenses	\$56,380.84	\$1,175,929.55	\$5,329,607.00
		Revenue Less Expenditures	\$22,510.21	(\$31,178.44)	(\$4,000.00)
		Net Change in Fund Balance	\$22,510.21	(\$31,178.44)	(\$4,000.00)

Fund Balances

Beginning Fund Balance	136,878.72	190,567.37	0.00	0.00%
Net Change in Fund Balance	22,510.21	(31,178.44)	(4,000.00)	0.00%
Ending Fund Balance	159,388.93	159,388.93	0.00	0.00%

Water Debt Depreciation Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	45,371.00	0.00%
4952	Interest Income	75.90	879.38	949.00	92.66%
	Revenue	\$75.90	\$879.38	\$46,320.00	
	Gross Profit	\$75.90	\$879.38	\$46,320.00	
Expenses					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	15,820.00	0.00%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6525	Transfer Out (PW Reserve)	0.00	25,000.00	25,000.00	100.00%
	Expenses	\$0.00	\$25,000.00	\$46,320.00	
	Revenue Less Expenditures	\$75.90	(\$24,120.62)	\$0.00	
	Net Change in Fund Balance	\$75.90	(\$24,120.62)	\$0.00	
Fund Balances					
	Beginning Fund Balance	22,107.77	46,304.29	0.00	0.00%
	Net Change in Fund Balance	75.90	(24,120.62)	0.00	0.00%
	Ending Fund Balance	22,183.67	22,183.67	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	227,448.00	0.00%
4952	Interest Income	396.22	4,590.76	14,362.00	31.96%
4792	System Development Charges	0.00	89,460.00	0.00	0.00%
	Revenue	\$396.22	\$94,050.76	\$241,810.00	
	Gross Profit	\$396.22	\$94,050.76	\$241,810.00	
Expenses					
Requirements					
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	193,810.00	0.00%
	Expenses	\$0.00	\$0.00	\$241,810.00	
	Revenue Less Expenditures	\$396.22	\$94,050.76	\$0.00	
	Net Change in Fund Balance	\$396.22	\$94,050.76	\$0.00	
Fund Balances					
	Beginning Fund Balance	503,883.54	410,229.00	0.00	0.00%
	Net Change in Fund Balance	396.22	94,050.76	0.00	0.00%
	Ending Fund Balance	504,279.76	504,279.76	0.00	0.00%

Water Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		May 2026 Actual	Jul 2025 May 2026 Actual	Jul 2025 Jun 2026	Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	306,094.00	0.00%
4952	Interest Income	862.32	9,991.17	10,174.00	98.20%
4981	Transfer In - Water Fund	0.00	210,000.00	210,000.00	100.00%
	Revenue	\$862.32	\$219,991.17	\$526,268.00	
	Gross Profit	\$862.32	\$219,991.17	\$526,268.00	
Expenses					
6150	Debt Service Expense	0.00	151,322.97	147,876.00	102.33%
6945	Debt Service Interest	0.00	64,827.45	68,277.00	94.95%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	251,993.00	0.00%
	Expenses	\$0.00	\$216,150.42	\$526,268.00	
	Revenue Less Expenditures	\$862.32	\$3,840.75	\$0.00	
	Net Change in Fund Balance	\$862.32	\$3,840.75	\$0.00	
Fund Balances					
	Beginning Fund Balance	302,919.80	299,941.37	0.00	0.00%
	Net Change in Fund Balance	862.32	3,840.75	0.00	0.00%
	Ending Fund Balance	303,782.12	303,782.12	0.00	0.00%

Report Options

Fund: Water Debt Service
 Period: 5/1/2026 to 5/31/2026
 Detail Level: Level 1 Accounts
 Display Account Categories: No
 Display Subtotals: No
 Revenue Reporting Method: Actual - Budget
 Expense Reporting Method: Actual - Budget
 Budget: Water Debt Service

Sewer Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4917	Backflow Testing Fees	0.00	120.00	2,000.00	6.00%
4100	Beginning Budget Balance	0.00	0.00	527,782.00	0.00%
4952	Interest Income	1,782.71	20,655.06	22,415.00	92.15%
4913	Miscellaneous Income	0.00	925.25	0.00	0.00%
4940	Security Deposits	868.27	8,605.15	3,500.00	245.86%
4916	Sewer Connection Fees	0.00	1,800.00	12,000.00	15.00%
4920	Sewer Inspections	0.00	1,848.00	8,000.00	23.10%
4918	Sewer Services	0.00	0.00	2,000.00	0.00%
4960	Users Fees	43,638.13	508,456.90	510,272.00	99.64%
	Revenue	\$46,289.11	\$542,410.36	\$1,087,969.00	
	Gross Profit	\$46,289.11	\$542,410.36	\$1,087,969.00	
Expenses					
Requirements					
6124	Accounting Clerk	1,152.36	13,818.27	15,871.00	87.07%
6325	Ads & Printing	72.27	143.32	200.00	71.66%
6300	Attorney/Legal Fees	0.00	728.75	1,500.00	48.58%
6301	Audit Fees	0.00	8,283.32	9,200.00	90.04%
6326	Chemicals	0.00	0.00	2,200.00	0.00%
6102	City Clerk	1,289.16	15,458.64	17,644.00	87.61%
6123	City Recorder	1,118.18	13,408.37	15,314.00	87.56%
6227	Collection System	1,439.79	25,571.40	45,000.00	56.83%
6306	Contract Services	526.87	27,699.40	40,000.00	69.25%
6427	Deposit Refund	0.00	552.86	2,000.00	27.64%
6981	Disinfection	0.00	129,497.17	180,000.00	71.94%
6237	Distribution System	0.00	727.16	0.00	0.00%
6305	Dues, Travel, Training	0.00	1,826.73	4,500.00	40.59%
6745	Ellie's Lift Station	877.25	58,495.74	100,000.00	58.50%
6334	Emergency Services	0.00	275.00	7,000.00	3.93%
6119	Facilities Manager	2,273.91	26,797.87	29,853.00	89.77%
6337	Fuel	910.41	10,326.90	3,500.00	295.05%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	0.00	15,274.56	15,000.00	101.83%
6203	Misc. Tools	0.00	2,258.02	1,500.00	150.53%
6252	Miscellaneous Expense	0.00	41.86	0.00	0.00%
6328	Office Supplies	0.00	1,453.91	1,000.00	145.39%
6200	Operations & Maint	3,631.67	35,981.30	41,000.00	87.76%
6115	Overtime	115.07	2,832.67	2,500.00	113.31%
6118	Pager Pay	224.00	2,713.00	3,500.00	77.51%
6120	Payroll Expense	8,994.45	106,442.90	110,402.00	96.41%
6204	Permits	132.08	4,082.00	5,250.00	77.75%
6121	Plant Operator	2,419.20	28,861.14	31,758.00	90.88%
6329	Postage	135.79	1,470.72	2,000.00	73.54%
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	1,107.95	5,500.00	20.14%
6417	Sludge Hauling	0.00	0.00	10,000.00	0.00%
6987	South Cedar Street	0.00	41,710.56	48,000.00	86.90%
6531	Transfer Out (Gen Fund)	0.00	25,000.00	25,000.00	100.00%

Sewer Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
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%
6946	Transfer Out (Stormwater)	0.00	23,813.00	23,813.00	100.00%
6210	Utilities	1,717.76	25,190.69	27,490.00	91.64%
6109	Utility Worker I	1,008.90	12,382.02	14,252.00	86.88%
6108	Utility Worker II	1,233.12	14,526.31	16,511.00	87.98%
6027	Vehicle Maintenance	134.80	3,790.32	6,000.00	63.17%
Other Expense					
6201	Lab Equipment	0.00	1,436.84	2,100.00	68.42%
	Expenses	\$29,407.04	\$801,575.67	\$1,087,969.00	
	Revenue Less Expenditures	\$16,882.07	(\$259,165.31)	\$0.00	
	Net Change in Fund Balance	\$16,882.07	(\$259,165.31)	\$0.00	

Fund Balances

Beginning Fund Balance	267,166.88	543,214.26	0.00	0.00%
Net Change in Fund Balance	16,882.07	(259,165.31)	0.00	0.00%
Ending Fund Balance	284,048.95	284,048.95	0.00	0.00%

Sewer System Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	65,761.00	0.00%
4952	Interest Income	110.31	1,278.05	1,558.00	82.03%
	Revenue	\$110.31	\$1,278.05	\$67,319.00	
	Gross Profit	\$110.31	\$1,278.05	\$67,319.00	
Expenses					
6949	PLC/MCC Panel	0.00	0.00	5,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	47,319.00	0.00%
6741	System Improvements	0.00	0.00	15,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$67,319.00	
	Revenue Less Expenditures	\$110.31	\$1,278.05	\$0.00	
	Net Change in Fund Balance	\$110.31	\$1,278.05	\$0.00	
Fund Balances					
	Beginning Fund Balance	68,460.01	67,292.27	0.00	0.00%
	Net Change in Fund Balance	110.31	1,278.05	0.00	0.00%
	Ending Fund Balance	68,570.32	68,570.32	0.00	0.00%

Sewer SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	443,440.00	0.00%
4952	Interest Income	745.11	8,633.14	11,296.00	76.43%
4792	System Development Charges	0.00	53,256.00	0.00	0.00%
	Revenue	\$745.11	\$61,889.14	\$454,736.00	
	Gross Profit	\$745.11	\$61,889.14	\$454,736.00	
Expenses					
6981	Disinfection	0.00	26,710.78	46,000.00	58.07%
6795	Reserve for Contingencies	0.00	0.00	396,736.00	0.00%
6987	South Cedar Street	0.00	7,625.60	12,000.00	63.55%
	Expenses	\$0.00	\$34,336.38	\$454,736.00	
	Revenue Less Expenditures	\$745.11	\$27,552.76	\$0.00	
	Net Change in Fund Balance	\$745.11	\$27,552.76	\$0.00	
Fund Balances					
	Beginning Fund Balance	611,995.95	585,188.30	0.00	0.00%
	Net Change in Fund Balance	745.11	27,552.76	0.00	0.00%
	Ending Fund Balance	612,741.06	612,741.06	0.00	0.00%

Sewer Debt Service
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Transfers In					
4982	Transfer In - Sewer Fund	0.00	81,595.00	81,595.00	100.00%
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	56,738.00	0.00%
4952	Interest Income	230.79	2,673.99	2,514.00	106.36%
	Revenue	\$230.79	\$84,268.99	\$140,847.00	
	Gross Profit	\$230.79	\$84,268.99	\$140,847.00	
Expenses					
Capital Reserve					
6150	Debt Service Expense	0.00	35,900.00	71,600.00	50.14%
6945	Debt Service Interest	8,590.63	17,881.26	9,991.00	178.97%
6598	Unappropriated Ending Fund Bal	0.00	0.00	59,256.00	0.00%
	Expenses	\$8,590.63	\$53,781.26	\$140,847.00	
	Revenue Less Expenditures	(\$8,359.84)	\$30,487.73	\$0.00	
	Net Change in Fund Balance	(\$8,359.84)	\$30,487.73	\$0.00	
Fund Balances					
	Beginning Fund Balance	85,034.05	46,186.48	0.00	0.00%
	Net Change in Fund Balance	(8,359.84)	30,487.73	0.00	0.00%
	Ending Fund Balance	76,674.21	76,674.21	0.00	0.00%

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Transfers In					
4981	Transfer In - Water Fund	4,000.00	4,000.00	4,000.00	100.00%
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	84,835.00	0.00%
4952	Interest Income	730.90	8,468.46	5,326.00	159.00%
4292	Recology Franchise Fees	345.90	6,638.68	5,400.00	122.94%
4494	Sidewalk Deposits	0.00	4,714.00	1,500.00	314.27%
4959	Small Cities Grant	0.00	0.00	250,000.00	0.00%
4290	State Gas Tax Revenue	8,572.05	94,128.71	99,000.00	95.08%
	Revenue	\$13,648.85	\$117,949.85	\$450,061.00	
	Gross Profit	\$13,648.85	\$117,949.85	\$450,061.00	
Expenses					
Requirements					
6123	City Recorder	89.46	1,072.73	1,225.00	87.57%
6306	Contract Services	0.00	645.00	20,000.00	3.23%
6427	Deposit Refund	825.00	2,010.00	500.00	402.00%
6221	Equipment/Maintenance	0.00	246.67	0.00	0.00%
6119	Facilities Manager	1,196.80	14,104.16	15,712.00	89.77%
6203	Misc. Tools	0.00	50.97	0.00	0.00%
6200	Operations & Maint	80.13	9,269.74	10,000.00	92.70%
6120	Payroll Expense	2,203.31	27,806.79	25,686.00	108.26%
6121	Plant Operator	537.59	6,413.57	7,057.00	90.88%
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	1,941.43	19,988.33	22,900.00	87.29%
6222	Street Maintenance	0.00	7,194.25	12,000.00	59.95%
6109	Utility Worker I	336.30	4,127.27	4,751.00	86.87%
6108	Utility Worker II	411.04	4,842.13	5,504.00	87.97%
	Expenses	\$7,621.06	\$97,771.61	\$446,061.00	
	Revenue Less Expenditures	\$6,027.79	\$20,178.24	\$4,000.00	
	Net Change in Fund Balance	\$6,027.79	\$20,178.24	\$4,000.00	
Fund Balances					
	Beginning Fund Balance	3,711.04	(10,439.41)	0.00	0.00%
	Net Change in Fund Balance	6,027.79	20,178.24	4,000.00	0.00%
	Ending Fund Balance	9,738.83	9,738.83	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	170,940.00	0.00%
4952	Interest Income	288.68	3,344.69	5,236.00	63.88%
4792	System Development Charges	0.00	31,863.00	0.00	0.00%
	Revenue	\$288.68	\$35,207.69	\$176,176.00	
	Gross Profit	\$288.68	\$35,207.69	\$176,176.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	97,076.00	0.00%
6989	Small Cities Grant Match	0.00	0.00	57,300.00	0.00%
6948	Transportation System Plan	0.00	0.00	21,800.00	0.00%
	Expenses	\$0.00	\$0.00	\$176,176.00	
	Revenue Less Expenditures	\$288.68	\$35,207.69	\$0.00	
	Net Change in Fund Balance	\$288.68	\$35,207.69	\$0.00	
Fund Balances					
	Beginning Fund Balance	295,104.48	260,185.47	0.00	0.00%
	Net Change in Fund Balance	288.68	35,207.69	0.00	0.00%
	Ending Fund Balance	295,393.16	295,393.16	0.00	0.00%

Building Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	30,573.00	0.00%
4939	Code Compliance Fees	375.00	3,325.00	1,000.00	332.50%
4938	County Building Services	213.35	7,570.04	2,000.00	378.50%
4952	Interest Income	56.31	652.40	790.00	82.58%
	Revenue	\$644.66	\$11,547.44	\$34,363.00	
	Gross Profit	\$644.66	\$11,547.44	\$34,363.00	
Expenses					
Requirements					
6124	Accounting Clerk	230.48	2,763.73	3,174.00	87.07%
6123	City Recorder	223.64	2,681.71	3,063.00	87.55%
6119	Facilities Manager	239.36	2,820.85	3,142.00	89.78%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	663.38	7,734.21	7,034.00	109.95%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	17,800.00	0.00%
	Expenses	\$1,356.86	\$16,000.50	\$34,363.00	
	Revenue Less Expenditures	(\$712.20)	(\$4,453.06)	\$0.00	
	Net Change in Fund Balance	(\$712.20)	(\$4,453.06)	\$0.00	
Fund Balances					
	Beginning Fund Balance	14,447.82	18,188.68	0.00	0.00%
	Net Change in Fund Balance	(712.20)	(4,453.06)	0.00	0.00%
	Ending Fund Balance	13,735.62	13,735.62	0.00	0.00%

Economic Development Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	40,083.00	0.00%
4952	Interest Income	67.53	782.41	1,127.00	69.42%
	Revenue	\$67.53	\$782.41	\$41,210.00	
	Gross Profit	\$67.53	\$782.41	\$41,210.00	
Expenses					
6124	Accounting Clerk	460.94	5,527.26	6,348.00	87.07%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6123	City Recorder	447.26	5,363.30	6,126.00	87.55%
6251	Economic Development Loan	0.00	0.00	18,380.00	0.00%
6120	Payroll Expense	915.59	11,125.39	9,356.00	118.91%
	Expenses	\$1,823.79	\$22,015.95	\$41,210.00	
	Revenue Less Expenditures	(\$1,756.26)	(\$21,233.54)	\$0.00	
	Net Change in Fund Balance	(\$1,756.26)	(\$21,233.54)	\$0.00	
Fund Balances					
	Beginning Fund Balance	24,921.50	44,398.78	0.00	0.00%
	Net Change in Fund Balance	(1,756.26)	(21,233.54)	0.00	0.00%
	Ending Fund Balance	23,165.24	23,165.24	0.00	0.00%

Admin Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	24,260.00	0.00%
4952	Interest Income	86.85	1,006.23	941.00	106.93%
4921	Municipal Court Equip Assmt	4.00	439.00	800.00	54.88%
4982	Transfer In - Sewer Fund	0.00	13,500.00	13,500.00	100.00%
4981	Transfer In - Water Fund	0.00	13,500.00	13,500.00	100.00%
	Revenue	\$90.85	\$28,445.23	\$53,001.00	
	Gross Profit	\$90.85	\$28,445.23	\$53,001.00	
Expenses					
6403	Copy/Postal/Computing	270.69	3,122.06	3,200.00	97.56%
6414	Software	0.00	5,328.19	5,000.00	106.56%
6408	Support Services	99.00	5,767.93	5,000.00	115.36%
6531	Transfer Out (Gen Fund)	0.00	19,801.00	19,801.00	100.00%
6032	Website/IT	1,862.00	15,004.63	20,000.00	75.02%
	Expenses	\$2,231.69	\$49,023.81	\$53,001.00	
	Revenue Less Expenditures	(\$2,140.84)	(\$20,578.58)	\$0.00	
	Net Change in Fund Balance	(\$2,140.84)	(\$20,578.58)	\$0.00	
Fund Balances					
	Beginning Fund Balance	23,261.87	41,699.61	0.00	0.00%
	Net Change in Fund Balance	(2,140.84)	(20,578.58)	0.00	0.00%
	Ending Fund Balance	21,121.03	21,121.03	0.00	0.00%

Public Works Reserve Fund Statement of Revenue and Expenditures

Account Number		Current Period May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	39,662.00	0.00%
4952	Interest Income	180.73	2,093.98	636.00	329.24%
4982	Transfer In - Sewer Fund	0.00	22,500.00	22,500.00	100.00%
4981	Transfer In - Water Fund	0.00	22,500.00	22,500.00	100.00%
4992	Transfer In- Water Depr	0.00	25,000.00	25,000.00	100.00%
	Revenue	\$180.73	\$72,093.98	\$110,298.00	
	Gross Profit	\$180.73	\$72,093.98	\$110,298.00	
Expenses					
6986	Fuel Containment	0.00	4,706.00	10,000.00	47.06%
6415	Lab/Office	0.00	8,645.00	10,000.00	86.45%
6795	Reserve for Contingencies	0.00	0.00	45,298.00	0.00%
6422	Utility Truck Purchase	0.00	38,347.47	45,000.00	85.22%
	Expenses	\$0.00	\$51,698.47	\$110,298.00	
	Revenue Less Expenditures	\$180.73	\$20,395.51	\$0.00	
	Net Change in Fund Balance	\$180.73	\$20,395.51	\$0.00	

Fund Balances

Beginning Fund Balance	57,887.20	37,672.42	0.00	0.00%
Net Change in Fund Balance	180.73	20,395.51	0.00	0.00%
Ending Fund Balance	58,067.93	58,067.93	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund

Period: 5/1/2026 to 5/31/2026

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Public Works Reserve

Park SDC
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	559,423.00	0.00%
4952	Interest Income	938.75	10,876.72	13,489.00	80.63%
4792	System Development Charges	0.00	49,946.00	0.00	0.00%
	Revenue	\$938.75	\$60,822.72	\$572,912.00	
	Gross Profit	\$938.75	\$60,822.72	\$572,912.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	472,912.00	0.00%
6741	System Improvements	680.00	16,192.50	100,000.00	16.19%
	Expenses	\$680.00	\$16,192.50	\$572,912.00	
	Revenue Less Expenditures	\$258.75	\$44,630.22	\$0.00	
	Net Change in Fund Balance	\$258.75	\$44,630.22	\$0.00	
Fund Balances					
	Beginning Fund Balance	709,904.53	665,533.06	0.00	0.00%
	Net Change in Fund Balance	258.75	44,630.22	0.00	0.00%
	Ending Fund Balance	710,163.28	710,163.28	0.00	0.00%

Park Equipment Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	14,384.00	0.00%
4952	Interest Income	24.11	279.39	333.00	83.90%
	Revenue	\$24.11	\$279.39	\$14,717.00	
	Gross Profit	\$24.11	\$279.39	\$14,717.00	
Expenses					
6402	Equipment Replacement	0.00	0.00	1,500.00	0.00%
6413	Gen Park Mxt & Improvement	0.00	0.00	1,500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	11,717.00	0.00%
	Expenses	\$0.00	\$0.00	\$14,717.00	
	Revenue Less Expenditures	\$24.11	\$279.39	\$0.00	
	Net Change in Fund Balance	\$24.11	\$279.39	\$0.00	
Fund Balances					
	Beginning Fund Balance	19,306.78	19,051.50	0.00	0.00%
	Net Change in Fund Balance	24.11	279.39	0.00	0.00%
	Ending Fund Balance	19,330.89	19,330.89	0.00	0.00%

Stormwater
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	60.67	702.98	280.00	251.06%
4963	Stormwater	1,111.74	12,424.24	12,936.00	96.04%
4982	Transfer In - Sewer Fund	0.00	23,813.00	23,813.00	100.00%
	Revenue	\$1,172.41	\$36,940.22	\$37,029.00	
	Gross Profit	\$1,172.41	\$36,940.22	\$37,029.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	37,029.00	0.00%
	Expenses	\$0.00	\$0.00	\$37,029.00	
	Revenue Less Expenditures	\$1,172.41	\$36,940.22	\$0.00	
	Net Change in Fund Balance	\$1,172.41	\$36,940.22	\$0.00	
Fund Balances					
	Beginning Fund Balance	48,042.71	12,274.90	0.00	0.00%
	Net Change in Fund Balance	1,172.41	36,940.22	0.00	0.00%
	Ending Fund Balance	49,215.12	49,215.12	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	161,749.00	0.00%
4952	Interest Income	271.63	3,147.25	4,027.00	78.15%
4792	System Development Charges	0.00	26,572.00	0.00	0.00%
	Revenue	\$271.63	\$29,719.25	\$165,776.00	
	Gross Profit	\$271.63	\$29,719.25	\$165,776.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	165,776.00	0.00%
	Expenses	\$0.00	\$0.00	\$165,776.00	
	Revenue Less Expenditures	\$271.63	\$29,719.25	\$0.00	
	Net Change in Fund Balance	\$271.63	\$29,719.25	\$0.00	
Fund Balances					
	Beginning Fund Balance	255,877.30	226,429.68	0.00	0.00%
	Net Change in Fund Balance	271.63	29,719.25	0.00	0.00%
	Ending Fund Balance	256,148.93	256,148.93	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	23,793.00	0.00%
4952	Interest Income	46.83	542.62	789.00	68.77%
4980	Transfer In - Gen Fund	3,000.00	3,000.00	3,000.00	100.00%
4926	Vehicle Replacement Assmt	23.05	2,194.94	4,000.00	54.87%
	Revenue	\$3,069.88	\$5,737.56	\$31,582.00	
	Gross Profit	\$3,069.88	\$5,737.56	\$31,582.00	
Expenses					
6531	Transfer Out (Gen Fund)	0.00	28,582.00	28,582.00	100.00%
	Expenses	\$0.00	\$28,582.00	\$28,582.00	
	Revenue Less Expenditures	\$3,069.88	(\$22,844.44)	\$3,000.00	
	Net Change in Fund Balance	\$3,069.88	(\$22,844.44)	\$3,000.00	
Fund Balances					
	Beginning Fund Balance	(2,542.32)	23,372.00	0.00	0.00%
	Net Change in Fund Balance	3,069.88	(22,844.44)	3,000.00	0.00%
	Ending Fund Balance	527.56	527.56	0.00	0.00%

City Hall Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2026 May 2026 Actual	Year-To-Date Jul 2025 May 2026 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	15,836.00	0.00%
4952	Interest Income	26.56	307.70	371.00	82.94%
	Revenue	\$26.56	\$307.70	\$16,207.00	
	Gross Profit	\$26.56	\$307.70	\$16,207.00	
Expenses					
6531	Transfer Out (Gen Fund)	0.00	16,207.00	16,207.00	100.00%
	Expenses	\$0.00	\$16,207.00	\$16,207.00	
	Revenue Less Expenditures	\$26.56	(\$15,899.30)	\$0.00	
	Net Change in Fund Balance	\$26.56	(\$15,899.30)	\$0.00	
Fund Balances					
	Beginning Fund Balance	275.71	16,201.57	0.00	0.00%
	Net Change in Fund Balance	26.56	(15,899.30)	0.00	0.00%
	Ending Fund Balance	302.27	302.27	0.00	0.00%



YAMHILL POLICE DEPARTMENT



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

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

Police Statistics:

Number of Calls/Activity:		75	
Number of Case Reports:		06	
Number of Arrests:		00	
Number of Municipal Court Citations:		03	
Number of Warnings:		38	
Number of Circuit Court Citations:		01	
Citizen Calls for Service		46	
Officer Initiated Contacts		23	

Hours Worked:

Greg Graven		202.5	
Chris Livingston		174.5	
Andrew McMullen		17	

Miles Driven:

Greg Graven		1466	
Chris Livingston		627	
Andrew McMullen		02	



YAMHILL POLICE DEPARTMENT

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



Yamhill Police Department May Staff Report for City Council

Date: 06/02/2026

Yamhill Police Department:

Greg Graven

- Respond to Calls for Service
- Oregon Child Abuse & Human Trafficking Summit 2026
- ONIBRS, LEEP Use of Force, COLECT/Suicide Data April
- Vision Reports
- YPD Stat, Monthly Staff Report April
- Invoices
- Budget Documents
- Fuel Cloud Updates
- Records Requests
- DA's Office Evidence Requests
- Training Files
- DHS Mandatory Reporting of Child Abuse in Danger Training ODHS Online
- IT Alexonet Update MDT's Migration to Government Account on Microsoft 365
- Extra Patrol Cedar Street//3rd Street
- Computer Updates
- Follow Up 24YP0060
- Set Up AVL On MDT Working Again
- City Ordinance Violation E 4th Street
- Citizen Call E 3rd Street
- Follow Up 24YP0157 E Dahlia Street
- Follow Up 26YP0034 E Main Street
- FTEP w/ 845 McMullen
- Alexonet Computer Updates

- Callout Dog @ Large Beulah Park. Male Pitbull Returned to Owner Y-2
- Follow Up 26YP0034
- ATL Attempt to Locate Reckless Drive EB Azalea Street//Maple Street 2013 Honda S-1
- Welfare Check W Dahlia Street W-1
- Callout W Dahlia Street Dog @ Large Owner able to locate dog W-1
- Callout Welfare Check W Dahlia Street W-1
- Follow Up 24YP0157 E Dahlia Street Review Documents & Reports Write Affidavit for Arrest Warrant R-2
- Follow Up 26YP0034 R-2
- YCOM Budget Committee Prep / Meeting YCSO
- Injury Motor Vehicle Crash Hwy 240//MP 4 Brown Lexus Careless Driving UTC# 30264 Case# 26YP0036 R-1
- 911 Hang Up E Main Street Kids Pranking 911 W-1
- Follow Up to 911 Hang Up E Main Street. Speak w/ Students re; Proper Use of 911
- Abandoned Vehicle E 3rd Street//Elm Street Black 1998 Dodge Dakota
- Fraud S Elm Street Case# 26YP0037 R-1
- LEADS Recertification Updates
- Abandoned Vehicle E 2nd Street Gray 2010 Acura ATL Case# 26YP0038 R-1
- YC High School N Maple Street/YC Intermediate School E Main Street/YC District Office N Larch Place Campus Patrol
- DPSST Observation of 844 Chris Livingston w/ Kim Steele
- YC Suicide Prevention Coalition Zoom Meeting
- Welfare Check W 3rd Street X-1
- Follow Up Welfare Check W 3rd Street W-1
- Welfare Check E 3rd Street X-1
- Driving Complaint N Maple Street
- AOA Agency Assist YCSO Disturbance NE Stillers Mill Road W-8
- Follow Up 24YP0060 E First Street S-1
- Fraud E Main Street Case# 26YP0039 R-1
- Follow Up 24YP0060 S Elm Street R-2
- Follow Up 24YP0060 SE Oak Street Dundee R-2
- Follow 26YP0037 SW Blanton Street Aloha R-2
- Follow Up 26YP0037 Call W-1
- AOA Agency Assist YCSO DUII Motor Vehicle Crash Westside Road//Sitton Road W-8
- Callout Follow Up 26YP0039 W-1
- Callout Fraud E Azalea Street 26YP0040 R-1
- MCAT Juliette's House
- YCOM User Committee Meeting Amity Fire Department
- SRO Meeting w/ Superintendent Clint Raever YC District Office N Larch Place
- Follow Up 24YP0060 E 1st Street R-2
- YC High School Detail Parade Escort of Boys Volleyball to State w/ Kim Steele

- Follow Up 26YP0038 E 2nd Street Gray 2010 Acura ATL 4 Dr Tow Company on the way over to move vehicle into driveway will be auctioning off vehicle R-2
- Callout Lake Oswego PD E 2nd Street W-8
- PERS Reporting Resources Microsoft Teams
- Yamhill County IT McMinnville Central Square CAD/RMS Updates YC IT
- Follow Up 26YP0040 NE Baker Street McMinnville R-2
- Follow Up 26YP0040 Rocket E Portland Road Newberg R-2
- Follow Up 26YP0040 N Marie Avenue Newberg S-1
- AOA Agency Assist YCSO Warrant Attempt NE Stillers Mill Road W-8
- CIS Wellness on Duty CIS Public Safety Training & Wellness Fair CIS Wilsonville w/ Kim Steele
- LPCSS Meeting Microsoft Teams
- Seatbelt Grant
- PERS Top Ten Tips for Reporting PERS
- AOA Agency Assist Carlton PD 873 Domestic Disturbance S Park Street Carlton Case# 26YP0041 CPD Case# 26CP0045 R-1
- OCMID Case Review MDI Log
- Camper Ordinance E 4th Street White 2023 Casi Camper Trailer S-1 Advised City Hall
- Suspicious W Dahlia Street W-1
- Derby Days Parade ODOT Application for Permit Sent
- Callout Animal Attack N Olive Street. Dog attacked by a raccoon in the backyard of residence W-1

SRO Officer Chris Livingston

- DPSST Academy
- Vehicle Stops 4
- Airway & Circulatory Anatomy & Physiology
- Study / Remediation
- Resiliency 2
- Defensive Tactics 16
- Threat Assessment
- Use of Force 7
- Mandatory PT
- Standardized Field Sobriety Testing 2
- Firearms 10
- Building Search 3
- Scenario 5
- Mandatory PT
- Intoxilyzer 1
- SFST - Legal Environment
- Intoxilyzer 2

- Mandatory PT
- Quiz 4
- Use of Force 8 - Classroom
- Defensive Tactics 17
- Elder Abuse
- Standardized Field Sobriety Testing 3
- Use of Force 9 - Classroom
- Defensive Tactics 18
- Mandatory PT
- Vehicle Stops 5
- SFST - DUII Report Writing
- Report Writing Lab 3- DUII
- Mandatory PT
- Scenario 6
- EVO 9
- Drugs that Impair Driving 1
- Use of Force 10 - Classroom
- Defensive Tactics 19
- Mandatory PT
- Firearms 11
- Use of Force Intro 2
- Report Writing
- Drugs that Impair Driving 2
- Defensive Tactics 20
- STOP Program
- Mandatory PT
- Building Search 4
- Vehicle Stops 6
- Defensive Tactics 21
- Mock Trial - Traffic
- EVO 10
- Mandatory PT
- Use of Force Quiz
- Use of Force Scenario 1
- Scenario 7
- Mandatory PT
- Use of Force Remediation & Quiz
- Wet Lab
- Domestic Violence 1
- Crash Investigations
- Skills Lab

- Domestic Violence 2
- DUII Application - Scenario
- Use of Force Scenario 2
- Mandatory PT
- Sexual Assault
- Vehicle Stops 7
- Mandatory PT
- Human Trafficking
- Defensive Tactics 22
- Criminal Jurisdiction Related to Tribal Lands
- Missing Persons
- Missing and Murdered Indigenous Peoples (MMIP)

Officer Andrew McMullen

- YC High School - SKID Event
- FTEP Field Training Evaluation Program
- New system logins. CJIS Training and Testing

Greg Graven
Chief of Police



YAMHILL POLICE DEPARTMENT



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

06/19/2026

Officer Chris Livingston

The Yamhill Police Department is proud to announce the graduation of Officer Chris Livingston from the Oregon Department of Public Safety Standards and Training Academy DPSST Basic Police Class BP462. After 16 weeks of rigorous training in Salem, Officer Livingston will return to the community to begin the next phase of his journey in the Field Training and Evaluation Program (FTEP).

Congratulations to Officer Livingston on his successful completion of the DPSST Basic Police Academy. This milestone marks the end of formal academy instruction and the beginning of a noble career dedicated to serving the citizens of Yamhill with Service, Responsiveness, Integrity, Professionalism, Safety, Accountability, Moral Courage, Teamwork and Respect.

The Yamhill Police Department will be on the forefront of the law enforcement profession by employing the most effective methods in providing quality police services dedicated to building partnerships with the citizens of Yamhill through teamwork and mutual trust.

Members of the Police Department will be leaders in initiating and maintaining positive relationships with neighborhoods, schools, businesses, and other members of our community. These community bonds will form a medium where public safety concerns can be anticipated and addressed. Our integrity and commitment to community involvement will enhance the quality of life for its citizens. We accept our responsibility as professionals to provide the highest standard of law enforcement service while preserving the rights of the individual.

Serve with Honor, Defend with Courage, Train with Passion. Today we celebrate Officer Livingston for his diligence and determination in meeting the high standards of the Department of Safety Standards and Training.

Sincerely,
Chief Greg Graven

Yamhill Police Department



**THE DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING
CORDIALLY INVITES YOU TO ATTEND
THE GRADUATION CEREMONY**

for

Basic Police Class #BP462

to be held

11:00 AM, Friday, June 19th, 2026

*At the Oregon Department of Public Safety Standards and Training
4190 Aumsville Hwy. SE
Salem, OR 97317*

The Department of Public Safety Standards and Training would like to invite you to join us in observing the ceremony and congratulating Basic Police Class #BP462 on their successful completion of basic training.

The graduating students appreciate the family, friends and guests who make graduation an appropriate conclusion to their basic training at the Oregon Public Safety Academy. If you are unable to attend in person, you may view the ceremony on our YouTube Channel.

Reception immediately following.

**DPSST provides reasonable accommodations to ensure equal access for people with disabilities and those with limited English proficiency. To request a sign language interpreter, translation services or other accommodations, please contact Anna Sparks at (503) 428-6956 or Anna.Sparks@dpsst.oregon.gov at least 48 prior to the ceremony.*

Pursuing excellence in training and accountability for public safety professionals.

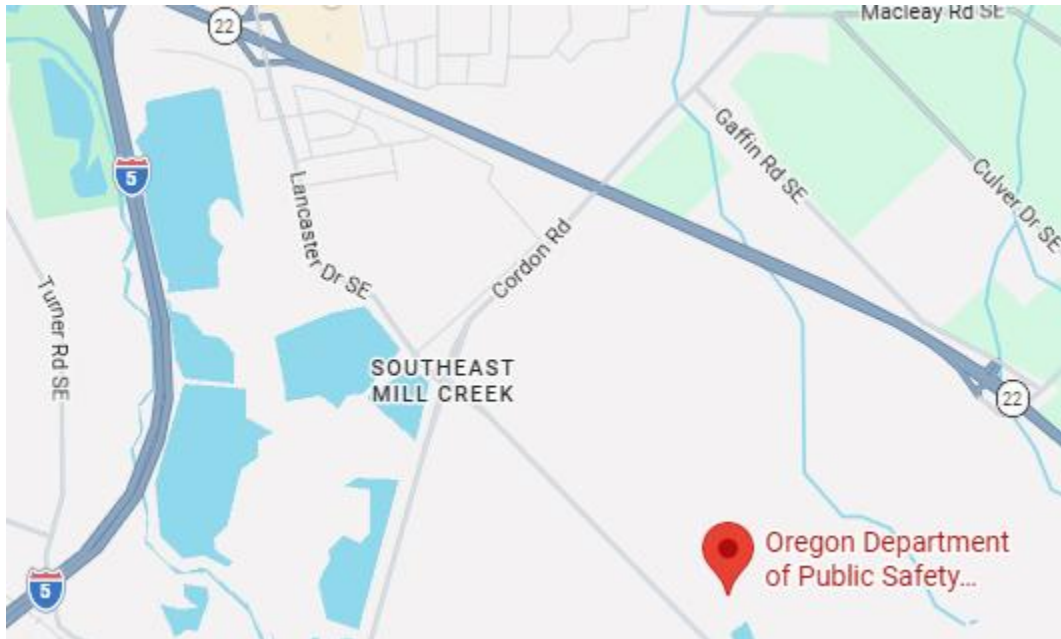
DEPARTMENT OF PUBLIC SAFETY STANDARDS & TRAINING

OREGON PUBLIC SAFETY ACADEMY

4190 Aumsville Hwy. SE

Salem, OR 97317

Telephone: (503) 378-2100



DIRECTIONS FROM I5

- Take exit 253 toward Detroit Lk/Bend
- Turn East onto Mission St. SE
- Continue onto OR-22 E/Santiam Hwy SE (stay in the right lane)
- Take exit 2 for Lancaster Dr. toward Turner
- Turn right onto Lancaster Dr. SE
- Continue straight onto Aumsville Hwy. SE
- Turn left into the entrance

VIDEO LINK

www.youtube.com/@DpsstGraduations





PUBLIC WORKS MONTHLY REPORT

May/June 2026

Department

Status

Water Treatment

- Worked on Master Meter
- Recalibration of chemical pumps
- Timed generator back-up system
- Looked-over readings for all motors within the plant
- Read chemical dosing accrual
- Tested dissolved oxygen
- PH and residuals
- Worked with PGE of 4 hr. shut down

Water Distribution

- Public Works staff fixed two residential leaks
- Installed a new master meter for South Yamhill

Wastewater Treatment

- Rotating lagoons
- Checked for total suspend solids
- Measured the amount of dissolved oxygen by aerobic microorganisms breakdown
- Lagoon PH and Daily Activate readings

Collections System

- Went over sight maps with public works staff

Streets

- Contracting painting of curbs
- Evaluated City signage
- Possible paving projects

Parks

- Planting, watering, mowing, pulling weeds, baseball field prep, remove garbage, removed tree that was damaging city waterline

CIP PROJECTS

Project

Status

N/A

STATISTICS

Water Distribution for the Month:

ACCOMPLISHMENTS THIS MONTH

N/A



CITY COUNCIL MEETING MINUTES

The council approved the consent agenda, including the Beverly Cleary event at Jane Heinrich Park on June 6. The city planner and a representative from the State Historic Preservation Office discussed the Certified Local Government (CLG) program, emphasizing the need for a historic preservation commission and local property owner support. The council directed staff to draft an ordinance and explore the program further with the Economic Development Committee. The council also approved an MOU with YCTC Youth Baseball for field use and scheduled a caucus for nominating a city ticket.

I. CALL TO ORDER Mayor Corrigan called the meeting to order at 6:32 p.m.

ROLL CALL

Present, In-Person: Mayor Shea Corrigan
Councilors: Tim Askey, Kim Kind, Patty Pairan

Staff Present, In-Person: Jason Wofford, Public Works Facilities Manager
Angie Fowler, City Recorder

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

III. ADDITIONS UPDATES OR ADDITIONS

The financials, not initially included with the packet, were emailed to the council and available for public inspection.

A Special Event Request for Beverly Cleary Days was added to the consent agenda

IV. PRESENTATIONS

CLG Historic District Program Information Presentation w/ Kuri Gill
From the State Historic Preservation Office

City Planner, Walt Wendolwski, gave the council information on his research of the Historic District Program and the Planning Commission's overall support of the program and some concerns regarding finding qualified volunteers and having local property owner support.



Kuri Gill presented an overview of the program and answered the council's questions.

The council discussed having the City Planner work on the ordinance for the CLG Historic District and then turn further research over to the Economic Development Committee (EDC). The EDC would bring and thoughts, ideas, etc. back to council before moving forward with it.

The mayor stated he would entertain a motion, "to direct staff to create an ordinance for the historic district, and to turn further research over to the Economic Development Committee.

A MOTION TO MOVE FORWARD AS PER OUR DISCUSSION

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

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

Nays (0): None

The motion carried.

V. PROCLAMATIONS

A Proclamation Showing the City of Yamhill, Oregon's Support of Child Abuse Prevention Month April 2026 was read.

VI. PUBLIC COMMENT

Public Comment was received by:

- Amy Brewer, Yamhill, OR
- Rocky Losli, Yamhill, OR
- Beth Jones & Alan Gilmore, Yamhill, OR
- Scott Gilmore, Yamhill, OR

VII. DEPARTMENT REPORTS

A) Administration

Mayor Corrigan gave an update on various administration work this month touching on code enforcement and building code processes. He then asked Jenny Morrison to give a short update on the Economic Development Committee that included follow up to downtown code recommendations, the downtown tree project, and future work in the CLG Historic District.



1) City Recorder's Report

The City Recorder gave the council a summary of her report for the month.

2) Financials

B) Police Department

The police chief was not present at the meeting, the mayor read through the police statistics and gave thanks to the Chief who has been the only full time officer working at the moment and Yamhill County Sheriff's office for their help with coverage.

C) Public Works

Jason Wofford, Facilities Manager, highlighted his staff's work in manual operations drills at public works. They "go black" about once a month running only back-up generators to run the automated system by hand so they are ready for emergencies.

He also gave information on the streaming monitor that measures Turner Creek. They collect data from the creek every minute. Therefore, when they speak about curtailments, it is based on real data, not just guesses.

VIII. COUNCIL REPORTS

A) Mayor

Mayor Corrigan, covered most of his reporting in the city administrator report. He did that all city staff, city volunteers and committees for their work within the city.

B) Council Reports

Councilor Pairan reported on the Newsletter that she has been working on with the City of Carlton and YCSD. It seems to have changed direction and become an online newsletter. She is still working on setting up a date to meet with the school superintendent.

IX. CONSENT AGENDA

A) Minutes 3-13-26 City Council Meeting

B) Consider Allowing Special Event Permit for Beverly Cleary Days at Jane Henrich Park



A MOTION TO APPROVE THE CONSENT AGENDA WITH BEVERLY CLEARY AT JANE HEINRICH PARK ADDED.

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

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

Nays (0): None

The motion carried.

X. NEW BUSINESS

A) Consider MOU for YCTC Youth Baseball, Jane Heinrich Park

A MOTION TO APPROVE MOU FOR YCTC YOUTH BASEBALL AT JANE HEINRICH PARK.

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

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

Nays (0): None

The motion carried.

B) Consider Directing the City Recorder to Call a Caucus for the Purpose of Nominating a "City Ticket"

A MOTION TO DIRECT THE CITY RECORDER TO CALL A CAUCUS FOR THE PURPOSE OF NOMINATING A CITY TICKET.

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

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

Nays (0): None

The motion carried.

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

A) Reminder of PGE increase and Income Qualified Discount Program - Info on City Website

B) Reminder SEIs Due April 15th



ADJOURNMENT

A motion was made to adjourn.
The meeting adjourned at 7:55 p.m.

Signed,

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder

DRAFT



CITY COUNCIL MEETING MINUTES

The council approved a supplemental budget transferring \$3,000 from the General Fund to the Police Vehicle Reserve Fund and \$4,000 from the Water fund to the Street fund. Recology requested a CPI-based rate adjustment, citing fuel and labor increases. The council approved a resolution to transfer \$23,569.33 from the water capital fund to the Dahlia Street phase 1 project. Additionally, the council appointed the city recorder as the elections officer and approved a MOU with ODOT for the Yamhill Transportation System Plan update.

I. CALL TO ORDER Mayor Corrigan called the meeting to order at 6:33 p.m.

ROLL CALL

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

Staff Present, In-Person: Angie Fowler, City Recorder
Staff Present, Virtually: Jason Wofford, Public Works Facilities Manager

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

III. ADDITIONS UPDATES OR ADDITIONS There were no updates to the agenda other than the preliminary agenda being updated prior to the meeting.

IV. PUBLIC COMMENT Public Comment was received by:
Bob Davis, Yamhill, OR
Dan Blue, Recology, Forest Grove, OR

V. HEARINGS A) Hearing for Consideration of 2025-26 Fiscal Year Supplemental Budget



1. Consider Resolution R2026-849 A Resolution to Create a Supplemental Budget to Transfer \$3000 from the General fund Police Department to the Police Vehicle Reserve Fund and Transfer \$4000 from the Water fund to the Street fund and Set Appropriations.

A MOTION TO APPROVE RESOLUTION R2026-849 A RESOLUTION OT CREATE A SUPPLEMENTAL BUDGET TO TRANSFER \$3000 FROM THE GENERAL FUND POLICE DEPARTMENT TO THE POLICE VEHICLE RESERVE FUND AND TRANSFER \$4000 FROM THE WATER FUND TO THE STREET FUND AND SET APPROPRIATIONS.

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

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

Nays (0): None

The motion carried.

- B) Hearing for State Revenue Sharing in the 2026/27 Fiscal Year Budget

A MOTION TO APPROVE STATE REVENUE SHARING IN THE 2026/27 FISCAL YEAR BUDGET

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

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

Nays (0): None

The motion carried.

- C) Hearing for Consideration of the 2026/27 Fiscal year Approved Budget

The Resolution for the Approval of the 2026/27 Fiscal Year Budget will be considered at the June 10, 2026, City Council meeting.

VI. CONSENT AGENDA

- A) Resolution R2026-848 A Resolution Approving a 3% Adjustment to the Rates for Solid Waste, Recyclable Materials, and Organic Waste Collection Services Provided by Recology.

* Councilor Pairan Requested Item B on the consent agenda be moved to New Business for Discussion

A MOTION TO APPROVE THE CONSENT AGENDA



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

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

Nays (0): None

The motion carried.

VII. DEPARTMENT REPORTS

A) Administration

The mayor opted to give his report following council reports. There was no available report from other admin. staff

B) Police Department

The Chief was not present at the meeting. The police statistics report and staff report were included in the packet. Councilor Pairan asked when the reserve officer was expected to be out on his own and when the full-time officer, Livingston would be out of training. To which the mayor stated summer, or when training is complete for the reserve and mid next month for the full-time officer.

C) Public Works

Jason Wofford was available online and asked the council if they had any questions regarding his report. Councilor Pairan asked how we are doing water-wise. He stated that we're doing good and still trending at the same rate as back in January.

VIII. COMMITTEE REPORTS

A) Planning Commission

The Planning Commission did not have a meeting in April; there was no report.

B) Economic Development Committee

Robert Davis gave a quick update on the EDC meeting in May.

IX. COUNCIL REPORTS

A) Council Reports

1. Councilor Pairan - Kids on Scooters Near Park

Councilor Pairan reported on citizens calling her directly about kids riding motorized scooters near the park and they're not calling the non-



emergency number so nobody is doing anything. She would like to write a letter to send door-to-door in that general area to address the issue without being accusatory.

Mayor Corrigan made a statement on how to receive police response in the city of Yamhill and how to report to emergency and nonemergency dispatch.

X. NEW BUSINESS

A) Oregon Department of Emergency Management Hazard Mitigation Assistance Grant Agreement Approval (Moved from Consent Agenda)

Councilor Pairan asked that the council have more discussion on this for clarification.

A MOTION TO DIRECT CITY STAFF OR MR. MAYOR TO SIGN THE OREGON DEPARTMENT OF EMERGENCY MANAGEMENT HAZARD MITIGATION ASSISTANCE GRANT PROGRAM, GRANT AGREEMENT PAPERWORK

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

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

Nays (0): None

The motion carried.

B) Consider Resolution \$2026-848 A Resolution to Transfer \$23,569.33 within the Water Fund Capital Outlay from the Olive /Camelia/Moores (20-6446) to Dahlia Street Phase 1 (20-6449) in the 2025-26 Annual Budget

A MOTION TO APPROVE RESOLUTION R2026-848, A RESOLUTION TO TRANSFER \$23,569.33 WITHIN THE WATER FUND, CAPITAL OUTLAY FROM OLIVE/CAMELLIA/MOORES (20-6446) TO DAHLIA 20-6449) IN THE 2025/2026 ANNUAL BUDGET.

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

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

Nays (0): None

The motion carried.



C) Consider Resolution R2026-850 A Resolution Appointing the City Recorder to Serve as the Elections Officer as Prescribed by State Law During the Absence of a Full-time City Administrator.

A MOTION TO APPROVE R2026-850 A RESOLUTION APPOINTING THE CITY RECORDER TO SERVE AS THE ELECTIONS OFFICER, AS PRESCRIBED BY STATE LAW DURING THE ABSENCE OF A FULL-TIME CITY ADMINISTRATOR.

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

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

Nays (0): None

*There was no response from councilor Featherston online

The motion carried.

D) Consider MOU between Oregon department of Transportation and City of Yamhill with Regard to Expectations for the Purpose of Successful Completion of the City of Yamhill Transportation System Plan Update Project.

A MOTION TO APPROVE THE MOU BETWEEN OREGON DEPARTMENT OF TRANSPORTATION AND CITY OF YAMHILL WITH REGARD TO EXPECTATIONS FOR THE PURPOSE OF SUCCESSFUL COMPLETION OF THE CITY OF YAMHILL TRANSPORTATION SYSTEM PLAN UPDATE PROJECT.

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

Ayes (3): Askey, Kind, Pairan, Corrigan

Nays (0): None

*There was no response from councilor Featherston online

The motion carried.

E) The City Recorder asked the council to approve the correction instances where Recology was referred to as Western Oregon Waste on Resolution R2026-851 per comment from Dan Blue during the meeting.

I MAKE A MOTION TO CHANGE "WESTERN OREGON WASTE" TO "RECOLOGY" IN THE CONSENT AGENDA



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

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

Nays (0): None

*There was no response from councilor Featherston online

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

- A) Email Address Updates - New Contact Information at the City of Yamhill
- B) Memorial Day May 25th - City Offices Closed
- C) Caucus is Scheduled for June 12th at 6 pm at Beulah City Park
- D) Visit the Update Elections Page on City of Yamhill Website.

ADJOURNMENT

A motion was made to adjourn.
The meeting adjourned at 7:30 p.m.

Signed,

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder



City of Yamhill

A small taste of Oregon

RESOLUTION R2026-853

A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

WHEREAS, The City of Yamhill City Council held a public Hearing on May 13, 2026, on the topic of the City Receiving State Revenue Sharing Funds; and,

WHEREAS, The City of Yamhill 2026-2027 Fiscal Year Budget has included an estimate of funds as a Resource from State Revenue Sharing into the General Fund;

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

Section 1.

Pursuant to ORS 221.770, the City of Yamhill hereby elects to receive State Revenues for the fiscal year 2026-2027 into the General Fund for the City of Yamhill's 2026-2027 Budget.

Section 2.

This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council on this 13th day of May 2026.

Ayes: 5

Nays: 0

Signed:

Shea Corrigan, Mayor

Attest:

Angie Fowler, City Recorder



RESOLUTION R2026-852

A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ADOPTING THE 2026-2027 FISCAL YEAR BUDGET, APPROPRIATING MONIES FOR OPERATION AND LEVYING A PROPERTY TAX

WHEREAS, The Yamhill Budget Committee met on March 17th, 2026, and April 7th, 2026, and approved the budget; and

WHEREAS, The Yamhill City Council met on May 13th, 2025, and held a public hearing on the approved 2026-2027 City Budget;

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

Section 1.

The City Council of the City of Yamhill hereby adopts the budget approved by the Budget Committee for fiscal year 2026-2027, in the sum of \$10,491,924.00 to be appropriated as follows:

- General Fund #10

Administration	\$145,410.00
Council	\$3,600.00
Court	\$54,331.00
Police	\$515,991.00
Planning	\$33,346.00
Parks	\$44,399.00
Transfer Out	\$26,079.00
Contingency	\$480.00
<hr/>	
	\$823,636.00

- Water Fund #20

Water Services	\$4,703,402.00
Transfers	\$230,000.00
Contingency	\$285,665.00
<hr/>	
	\$5,219,067.00

- Sewer Fund #30

Sewer Services	\$618,363.00
Transfer	\$56,000.00
<u>Contingency</u>	<u>\$455,960.00</u>
	\$1,130,323.00

- Economic Development #50

Economic Development Services	\$32,115.00
<u>Contingency</u>	<u>\$29,393.00</u>
	\$61,508.00

- Building Fund #51

Building Services	\$11,980.00
<u>Contingency</u>	<u>\$9,959.00</u>
	\$21,939.00

- Street Fund #52

Street Services	\$113,022.00
<u>Contingency</u>	<u>\$7,278.00</u>
	\$120,300.00

- Sidewalk Fund #54

Sidewalk Services	\$0
<u>Contingency</u>	<u>\$0</u>
	\$0

- Water Depreciation Fund #56

Water Depreciation Services	\$20,000.00
<u>Contingency</u>	<u>\$27,304.00</u>
	\$47,304.00

- Park SDC Fund #57

Park SDC Services	\$115,000.00
<u>Contingency</u>	<u>\$562,533.00</u>
	\$677,533.00

- Water Debt Service Fund #61

Water Debt Services	\$275,122.00
<u>Unappropriated EFB</u>	<u>\$255,819.00</u>
	\$530,941.00

- Sewer Debt Service Fund #62

Sewer Debt Services	\$45,191.00
<u>Unappropriated EFB</u>	<u>\$49,895.00</u>
	\$95,086.00

- Admin Reserve Fund #70

ACER Services	\$36,500.00
<u>Contingency</u>	<u>\$26,800.00</u>
	\$63,300.00

- Police Vehicle Reserve Fund #71

Police Vehicle Reserve Services	\$0
<u>Contingency</u>	<u>\$27,072.00</u>
	\$27,072.00

- Park Reserve Fund #72

Park Reserve Services	\$3,000.00
<u>Contingency</u>	<u>\$16,352.00</u>
	\$19,352.00

- City Hall Reserve Fund #73

City Hall Reserve Services	\$0
<u>Contingency</u>	<u>\$16,542.00</u>
	\$16,542.00

- Public Works Reserve #74

Public Works Reserve Services	\$5,000.00
<u>Contingency</u>	<u>\$34,172.00</u>
	\$39,172.00

- Water SDC Fund #76

Water SDC Services	\$48,000.00
<u>Contingency</u>	<u>\$367,229.00</u>
	\$415,229.00

- Sewer Reserve Fund #79

Sewer Reserve Services	\$15,000.00
<u>Contingency</u>	<u>\$53,692.00</u>
	\$68,692.00

- Sewer SDC Fund #80

Sewer SDC Services	\$10,000.00
<u>Contingency</u>	<u>\$584,688.00</u>
	\$594,688.00

- Street SDC Fund #82

Street SDC Services	\$21,800.00
<u>Contingency</u>	<u>\$242,085.00</u>
	\$263,885.00

- Stormwater SDC Fund #83

Stormwater SDC Services	\$10,000.00
<u>Contingency</u>	<u>\$219,830.00</u>
	\$229,830.00

- Stormwater Operations Fund #84

Stormwater Operations Services	\$10,000.00
<u>Contingency</u>	<u>\$16,525.00</u>
	\$26,525.00

Total Appropriations **\$10,491,924.00**

Section 2.

RESOLUTION IMPOSING THE TAX

Be it resolved that the following ad valorem taxes are hereby imposed for tax year 2026-2027 upon the assessed value of all taxable property within the district at the rate of \$3.7389 per \$1,000.00 assessed value for permanent tax rate.

RESOLUTION CATEGORIZING THE TAX

Be it resolved that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:
 -General Government Limitation
 -Permanent Rate Tax of \$3.7389 per \$1,000.00 of assessed value

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 10th day of June 2026.

Ayes: _

Nays: _

Signed:

 Shea Corrigan, Mayor

Attest:

 Angie Fowler, City Recorder

DRAFT
City of Yamhill Historic Preservation Ordinance
May 2026

1. **Title.** The **City of Yamhill** Historic Preservation Ordinance.
2. **Policy.** It is hereby declared to be the policy of the **City of Yamhill City Council** in carrying out the historic sites and structures goal and policy of the **City of Yamhill Comprehensive Plan** to identify Significant Historic Resources and to encourage and promote their restoration and preservation.
3. **Purpose.** The **City of Yamhill** adopts this Historic Preservation Ordinance to identify, designate, and preserve Significant Historic Resources associated with the community's history and prehistory; encourage the rehabilitation and ongoing viability of designated Significant Historic Resources, archaeological objects, sites, and sites of archaeological significance; strengthen public support for historic preservation efforts within the community; foster civic pride; and encourage cultural heritage tourism.
4. **Applicability.** These regulations are applicable in the following manner:
 - a. These regulations must apply to all Locally Significant Historic Resources.
 - b. **Sections 13, 14, 15, and 16 of these regulations must apply to National Register Resources listed after February 23, 2017.**
 - c. **Regulations adopted prior to February 23, 2017, regarding the preservation, restoration, rehabilitation, reconstruction, alteration, relocation, and demolition of a National Register Resource apply until removed or amended by the **City of Yamhill**.**
 - d. No provision of these regulations must be construed to prevent the ordinary maintenance of a Significant Historic Resource when such action **does not change the design, materials, or appearance.**
5. **Severability.** If any portion of these regulations is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion must be deemed a separate, distinct, and independent provision and such holding must not affect the validity of the remaining portions of these regulations that must remain in force and effect.
6. **Conflicts with Other Laws.** If the provisions of these regulations are found to be in conflict with federal or state laws the federal or state law must prevail. In cases of conflict with other city ordinances or regulations the previously established statute must take precedence.
7. **Definitions.** The following words, terms and phrases, when used in this chapter, must have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:
 - a. Alteration: means a physical modification of the exterior of a Significant Historic Resource and the interior of a Significant Historic Resource owned by the **City** identified as significant in the record

of Designation. Alterations do not include painting, color selection, or ordinary maintenance or repair of a Significant Historic Resource unless such activity alters a character-defining feature.

- b. **Archaeological Object:** means an object that is at least 75 years old; is part of the physical record of an indigenous or other culture found in the state or waters of the state; and is material remains of past human life or activity that are of archaeological significance including, but not limited to, monuments, symbols, tools, facilities, technological by-products and dietary by-products.
- c. **Archaeological Site:** means a geographic locality in Oregon, including but not limited to submerged and submersible lands and the bed of the sea within the state's jurisdiction, that contains archaeological objects and the contextual associations of the archaeological objects with each other; or biotic or geological remains or deposits. Examples of archaeological sites include but are not limited to shipwrecks, lithic quarries, house pit villages, camps, burials, lithic scatters, homesteads and townsites.
- d. **Building:** means a house, barn, church, hotel, or similar construction created principally to shelter any form of human activity.
- e. **Certificate of Appropriateness:** means a document issued by the Historic Preservation Officer indicating that the applicant satisfactorily met the provisions of this regulation for the preservation, rehabilitation, reconstruction, alteration, relocation, or demolition of a Significant Historic Resource, or new construction within the designated boundary of a Significant Historic Resource.
- f. **Character-Defining Feature(s):** means the visual and physical aspect(s) of a Locally Significant Historic Resource that convey its historic integrity and historic significance.
- g. **Demolition:** means any act that destroys, removes, or relocates, in whole or part, a significant historic resource such that its historic, cultural, or architectural character and significance is lost.
- h. **District:** means a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.
- i. **Eligible/Contributing:** means a historic resource in existence within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district.
- j. **Eligible/Significant:** means a historic resource in existence within the applicable period of significance that retains and exhibits sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties strengthen the historic integrity of an existing or potential historic district, and are likely individually eligible for designation to the Resource List.
- k. **Exceptional Significance:** means the quality of historic significance achieved outside the usual norms of age, association, or rarity.

- l. **Historic Context Statement:** means an element of the **City of Yamhill** comprehensive plan that describes the important broad patterns of historical development in the **City** and the region and identifies historic resources representative of the important broad patterns of historic development. The Historic Context Statement also identifies Historic Resources that are representative of the important broad patterns of historical development.
- m. **Historic Integrity:** means the quality of wholeness of historic location, design, setting, materials, workmanship, feeling, and/or association of a historic resource.
- n. **Historic Preservation Officer:** means the appointed official responsible for the administration of this regulation.
- o. **Historic Preservation Plan:** means an element of the **City of Yamhill** comprehensive plan that contains **City's** goals and policies for historic resource preservation and the processes for creating and amending the program to protect Significant Historic Resources.
- p. **Historic Resources:** means those buildings, structures, objects, sites, or districts that potentially have a significant relationship to events or conditions of the human past.
- q. **Historic Resource Inventory:** means the record of buildings, structures, objects, sites, and districts recorded by the **City of Yamhill** used to identify historic resources that may be determined significant and designated to the Resource List.
- r. **Historic Significance:** means the physical association of a building, structure, site, object, or district with historic events, trends, persons, architecture, method of construction, or that have yielded or may yield important information in prehistory or history.
- s. **Locally Significant Historic Resource:** means a building, structure, site, object, or district designated to the **City of Yamhill** Resource List.
- t. **National Register Resource:** means buildings, structures, objects, sites, or districts listed in the National Register of Historic Places pursuant to the National Historic Preservation Act of 1966, as amended (PL 89-665; 16 U.S.C 470).
- u. **Non-Contributing:** means a historic resource in existence within the applicable period of significance that does not retain or exhibit sufficient integrity (location, design, setting, materials, workmanship, feeling, and association) to convey a sense of history. These properties do not strengthen the historic integrity of an existing or potential historic district in their current condition.
- v. **Not in Period:** means a building, structure, object, or site that was originally constructed outside the applicable period of significance.
- w. **Object:** A construction that is largely artistic in nature or is relatively small in scale and simply constructed in comparison to buildings or structures, including a fountain, sculpture, monument, milepost, etc.
- x. **Owner:**

- i. Means the owner of fee title to the property as shown in the deed records of the county where the property is located; or
 - ii. Means the purchaser under a land sale contract, if there is a recorded land sale contract in force for the property; or
 - iii. Means, if the property is owned by the trustee of a revocable trust, the settlor of a revocable trust, except that when the trust becomes irrevocable only the trustee is the owner; and
 - iv. Does not include individuals, partnerships, corporations or public agencies holding easements or less than fee interests (including leaseholds) of any nature; or
 - v. Means, for a historic resource with multiple owners, including a district, a simple majority of owners as defined in (i)-(iv).
 - vi. Means, for National Register Resources, those individuals, partnerships, corporations or public agencies holding fee simple title to property. Owner or owners does not include individuals, partnerships, corporations or public agencies holding easements or less than fee interests (including leaseholds) of any nature.
- y. Period of Significance: means the time period, from one to several years or decades, during which a Significant Historic Resource was associated with an important historic event(s), trend(s), person(s), architecture, or method(s) of construction.
- z. Preservation: means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Significant Historic Resource.
- aa. Record of Designation: means the official document that describes how a Locally Significant Historic Resource meets the criteria for designation to the Resource List.
- bb. Reconstruction: means the act or process of depicting, by means of new construction, the form, features, or detailing of a non-surviving building, or structure for the purpose of replicating its appearance at a specific period of time and in its historic location.
- cc. Rehabilitation: means the process of returning a Significant Historic Resource to a state of utility through repair or alteration, which makes possible an use while preserving those portions and features of the Significant Historic Resource and its site that convey its historic significance.
- dd. Relocation: means moving of a Significant Historic Resource from its original location described in the Record of Designation.
- ee. Restoration: means the act or process of accurately depicting the form, features, and character of a historic-contributing resource or historic-non-contributing resource as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

- ff. Resource List: The list of Locally Significant Historic Resources adopted by City of Yamhill in its comprehensive plan as important to its history and afforded the protection under this regulation.
 - gg. Significant Historic Resource: means a Locally Significant Historic Resource and/or a National Register Resource.
 - hh. Site: means the location of a significant event, prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of any existing building, structure, or object.
 - ii. Structure: means a functional construction made usually for purposes other than creating human shelter, such as an aircraft, bridge, fence, dam, tunnel, etc.
 - jj. Streetscape: means the physical parts and aesthetic qualities of a public right-of-way, including the roadway, gutter, tree lawn, sidewalk, retaining walls, landscaping and building setback.
8. **Historic Preservation Commission.** The City of Yamhill Historic Preservation Commission is hereby established with the following provisions:
- a. The Mayor and City Council must appoint a Historic Preservation Officer to serve as staff to the Historic Preservation Commission and to carry out the administrative provisions of this regulation. The Historic Preservation Officer may appoint a designee(s) to carry out responsibilities under this regulation.
 - b. The Mayor, subject to City Council approval, must appoint a Historic Landmark Commission, hereinafter referred to as the "Commission," of five members with a demonstrated positive interest in and knowledge or competence in historic preservation. All reasonable efforts must be made to appoint those with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. The members must not be officials or employees of the City, not more than two of which may be nonresidents of the City. Nonresidents must live within Yamhill County. The Mayor and City Council shall not be entitled to sit with the Commission and take part in its discussions and shall not have the right to vote. Members must serve without compensation, but are eligible for reimbursement of approved expenses related to their service.
 - c. Initial appointments to the Commission must be for terms of two years from the first calendar day of the year, except that initial appointments of some members shall be for other specified terms in order to establish an approximately equal expiration of terms each year. Subsequent terms of appointment must be for two years, or in the case of a replacement, for the remainder of the unexpired term. Members must be eligible for reappointment.
 - d. Three members must be present to establish quorum to conduct official business. The concurring vote of the members present must be required for approval or disapproval of any motion or other action of the Commission.
 - e. A Chair and Vice-Chair must be elected annually by and from the seated membership. Officers are eligible for reelection.

- f. The Commission must meet at least four times a year, and as required to conduct business in a timely fashion.
 - g. The Historic Preservation Officer must request that the City Council consider declaring the position vacant of any member who is absent from three meetings in a single calendar year without being excused prior to the meeting by the Chair of the Commission.
9. **Commission Duties.** The Commission must have the following duties:
- a. Employing the procedures and criteria in these regulations, the Commission must identify and evaluate Historic Resources in the City of Yamhill, determine the historic integrity and historic significance of Historic Resources and maintain a Historic Resource Inventory consistent with the standards of the Oregon State Historic Preservation Office.
 - b. Employing the procedures and criteria in Section 11, the Commission must recommend to the City Council Historic Resources for designation to the Resource List.
 - c. Employing the procedures and criteria in these regulations, the Commission must review and act upon applications for the preservation, rehabilitation, reconstruction, alteration, relocation, or demolition of Significant Historic Resources, and new construction within the designated boundary of a Significant Historic Resource as described in this regulation.
 - d. The Commission must support the enforcement of all federal and state laws relating to the protection of National Register Resources, Archaeological Sites, and Archaeological Objects regardless if they are designated to the Resource List.
 - e. Upon request, the Commission must provide the Oregon State Historic Preservation Office written comments on or before the stated deadline regarding the eligibility of historic resources for listing in the National Register of Historic Places. The Commission must hold a noticed, public hearing as part of their deliberations and take into account public testimony when writing comments.
 - f. The Commission must perform any other functions that may be designated by resolution or motion of the City Council.
 - g. The Commission may assume responsibility for functions of the Oregon State Historic Preservation Office under state and federal law as delegated by the Oregon State Historic Preservation Office.
 - h. The Commission may adopt and publish and adopt written and graphic guidelines and example materials to clarify the standards in this regulation and to assist applicants in developing complete and viable applications to preserve, rehabilitate, reconstruct, alter, relocate and demolish a Significant Historic Resource, and or erect new construction within the designated boundary of a Significant Historic Resource.
 - i. The Commission must undertake to inform the citizens of, and visitors to the City of Yamhill, regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources provide

- information on state and federal preservation programs and incentives; and document historic resources prior to their alteration, demolition, or relocation and archive that documentation.
- j. The Commission may recommend to the **City Council** to seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and assist the owners of Significant Historic Resources in securing funding for the preservation of their properties.
 - k. The Commission may recommend incentives and code amendments to the **City Council** to promote historic preservation in the community.
 - l. The Commission may comment on local, state, or federal issues, laws, and requests relating to historic preservation.
10. **Inventorying, Evaluating, and Determining Significance of Historic Resources.** The following procedures must be used to identify Historic Resources that may be considered for designation as a Locally Significant Historic Resource on the Resource List.
- a. The Historic Resource Inventory and Resource List must be maintained as a public record with the exception of archaeological sites, the publication of which is prohibited by state law.
 - b. The Commission must determine and periodically revise priorities for the Historic Resource Inventory based on the community's needs and interests, goals established in the **City of Yamhill** Historic Preservation Plan, and Historic Context, if these documents are adopted.
 - c. The Commission may take photographs and create physical descriptions based on on-site observations, or obtain information concerning Historic Resources through archival research, oral histories, or any other appropriate method allowed by law.
 - d. Historic Resources must be evaluated for their historic integrity and significance and recorded in the Historic Resource Inventory as Eligible/Significant (ES), Eligible/Contributing (EC), Non-Contributing (NC), or Not in Period (NP). Evaluation and documentation of properties in the Historic Resource Inventory must follow the document "Guidelines for Historic Resource Surveys in Oregon, 2010" or most recent guidance for such efforts published by the Oregon State Historic Preservation Office and be supplied to the agency within six (6) months of the completion of the study.
 - e. Historic Properties added to the Historic Resource Inventory are not subject to the regulations described in Sections 12, 13, 14, 16, 17, and 18.
 - f. The objection of an owner must not prevent a property being inventoried, evaluated, or determined significant for placement on the Historic Resource Inventory.
11. **Designation Historic Resources to the Resource List.** Historic Resources, including buildings, structures, sites, objects, and historic districts may be designated to the Resource List as provided in this Section.
- a. A Historic Resource need not be recorded in the Historic Resource Inventory before designation to the Resource List.

- b. The Commission may recommend that the Planning Commission designate a Historic Resource to the Resource List at a public meeting as a land-use action to provide recognition of its significance.
- c. The Commission may recommend additional protections to supplement the regulations in this Historic Preservation Ordinance to the Planning Commission as part of the designation process necessary for the protection of a Historic Resource recommended for designation to the Resource List.
- d. The Historic Preservation Commission must evaluate and determine that a historic resource has sufficient historic integrity and historic significance to merit designation to the Resource List as a Locally Significant Historic Resource using the following criteria:
 - i. The Historic Resource is located within the boundaries of the City of Yamhill.
 - ii. The Historic Resource is over fifty (50) years of age or is of exceptional significance, or in the case of a district, the majority of the properties are over fifty (50) years old or have exceptional significance.
 - iii. The Historic Resource possesses sufficient historic integrity to convey its significant relationship to events or conditions of the human past.
 - iv. The Historic Resource has historic significance as demonstrated by meeting at least one of the following criteria:
 - 1. Association with events that have made a significant contribution to the broad patterns of local, regional, state, or national history; and/or
 - 2. Association with the lives of persons significant to local, regional, state, or national history; and/or
 - 3. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction;
 - 4. Yielding, or being likely to yield information important in prehistory or history; or
 - 5. Relevance within the local Historic Context and priorities described in the Historic Preservation Plan when such documents exist.
 - v. The Commission must consider the factors described in Section 13(d)(2)(a-f) when considering designating a National Register Resource to the Resource List.
- e. Designation Procedure. The City of Yamhill and any person, group, or government agency may nominate a Historic Resource for designation to the Resource List, provided the proposed Historic Resource is not the subject of a pending application for alteration, relocation, or demolition. Designation of a Historic Resource to the Resource List must be processed as a Type III

application before the Historic Preservation Commission per Title 10, Section 10.128.030. The designation procedures are as follows:

- i. The proposed designation of a Historic Resource to the Resource List must include a description of the boundaries of the proposed nominated area and the buildings, structures, objects, sites, and districts contained therein; a description of the historic resource(s)' Character-Defining Features and how these reflect the Historic Resource(s)' Historic Significance and Historic Integrity; a statement explaining how the historic resource(s) meet(s) the criteria under provisions of this Section; photos, maps, drawings, and other appendices to support the assertions made in the submitted documentation. The Historic Preservation Officer may establish additional standards for a complete application.
 - ii. Upon acceptance of a complete application, notice shall comply with provisions in Section 10.128.030 of Title 10. The owner(s) must be notified in writing of the designation process and their right to support or object to the designation of the Historic Resource to the Resource List under the provisions of ORS 197.772.
 1. An owner may object to the designation of the Historic Resource to the Resource List at or prior to the scheduled public hearing before the Historic Commission. Such a refusal to consent must be submitted on the public record and must remove the Historic Resource from any consideration for designation to the Resource List.
 2. An owner's objection to the designation of a Historic Resource to the Resource List does not remove the Historic Resource from the Historic Resource Inventory.
 3. A permit to demolish or modify a Historic Resource under consideration for designation to the Resource List must not be issued for 120 days from the date of the owner's refusal to consent to designation or the application to alter, relocate, or demolish the Historic Resource, whichever occurs first.
 - iii. Following the Historic Preservation Officer must prepare a Record of Designation that includes a description of the boundaries of the proposed nominated area and the buildings, structures, objects, sites, and districts contained therein; a description of the historic resource(s)' Character-Defining Features and how these reflect the Historic Resource(s)' Historic Significance and Historic Integrity; a statement explaining how the historic resource(s) meet(s) the criteria under provisions of this Section; photos, maps, drawings, and other appendices to support the assertions made in the submitted documentation.
 - iv. Applications recommended for approval or denial by the Commission must be forwarded to the Planning Commission who will vote on the proposed designation, and any related processes, and provide a recommendation to the City Council with the Record of Designation.
- f. The City of Yamhill and any person, group, or government agency may amend a Record of Designation for a Significant Historic Resource on the Resource List, provided the proposed

Significant Historic Resource is not the subject of a pending application for alteration, relocation, or demolition. The Commission may establish standards for a complete amendment application. An amendment to a Record of Designation must be processed as a Type IV application per Title 10, Chapter 10.132., and processed as described in Section 11(a-d). The Commission must find that the amendment meets the Criteria described in Section 11(e). An owner(s)' objection must not prevent an amendment to a Record of Designation.

12. **Design Review for Locally Significant Historic Resources Designated to the Resource List.** No exterior portion of a Locally Significant Historic Resource or Non-Contributing or Not in Period resource; new construction within the boundary of a Locally Significant Historic Resource; or interior of a Locally Significant Historic Resource owned by the City of Yamhill identified as significant in the Record of Designation must be constructed, preserved, rehabilitated, or altered without a Certificate of Appropriateness signed by the Historic Preservation Officer as provided in this Section. Certificates must be presented to the designated Building Official before a permit may be issued.
- a. In approving a permit for the preservation, restoration, rehabilitation, reconstruction, or rehabilitation of a Significant Historic Resource the designated Building Official may find that under state law that the Significant Historic Resource does not meet current building code but is not dangerous and approve the land use action.
 - b. Activities not subject to the provisions of this Section when not specifically noted in the Record of Designation as a Character-Defining Feature.
 - i. Alterations to building interiors, except those that are owned by The City of Yamhill and noted as significant in the Record of Designation as a character-defining feature.
 - ii. Application of exterior or interior paint.
 - iii. Alterations to vegetative landscape features, including tree removal.
 - c. The Historic Preservation Officer must prepare a staff report that summarizes the proposed project, notes the criteria specified in these regulations under which the application must be considered, and make a recommendation to the Commission to approve, approve with conditions, or deny the application for a Certificate of Appropriateness. Materials that may be used in the preparation of the staff report include the Record of Designation; and/or National Register nomination document; and/or other archival photos, maps; and/or other documentary evidence specific to the subject property; and/or observations from on-site inspections to document its historic appearance or alteration over time; and/or documents and publications of the National Park Service or Oregon State Historic Preservation Office.
 - d. The Historic Preservation Commission must review and act upon applications for the alteration, relocation, and demolition of a Locally Significant Historic Resource. Applications for the alteration of a Locally Significant Historic Resource may be approved, approved with conditions, or denied. Applications for the relocation or demolition of a Locally Significant Historic Resource may be approved, approved with conditions, or delayed for up to 120 days. The Commission must develop written findings to support its decisions. The Historic Preservation Officer must include any conditions imposed by the Commission in the Certificate of Appropriateness pursuant to this Section.

- e. A Certificate of Appropriateness issued for the alteration of a Locally Significant Historic Resource must be effective for a period of 180 days from the date of its issuance. ~~A Certificate of Appropriateness issued for the relocation or demolition of a historic resource must be effective for a period 180 days.~~ The Historical Preservation Officer may grant a one-time extension to a Certificate of Appropriateness an additional 90 days with good cause. (Note: the demo/relocation material is in Section 14.)
- f. A Significant Historic Resource may be altered, relocated, or demolished without a Certificate of Appropriateness when the designated Building Official finds that the condition of a Significant Historic Resource poses a clear and immediate hazard to public safety. The written comments of the designated Building Official must be provided by the Historic Preservation Officer to the Commission at their next regular meeting.
- g. The Historic Preservation Officer may issue a Certificate of Appropriateness for the alteration of a Locally Significant History Resource when the proposed alteration will not significantly change the qualities that merited the designation of the Locally Significant Historic Resource to the Resource List. A completed Certificate of Appropriateness must be presented to the (Building Official) before a permit is issued. The Historic Preservation Officer must make a list of certificates issued in this manner available to the Commission at each regular meeting. Decisions of the Historic Preservation Officer are appealable to the Commission. The historic preservation officer may choose to refer any application for a Certificate of Appropriateness to the Commission. Activities eligible for a Certificate of Appropriateness issued as described in this provision include the following:
- i. Construction of a fence that meets Title 10 Chapter 10.60.
 - ii. Demolition of a Not-In-Period or Non-contributing outbuilding within the designated boundary of a Locally Significant Historic Resource specifically noted as not historically significant in its Record of Designation. Demolition may be subject to the appropriate building permit.
 - iii. Replacement of historic materials when the replacement material exactly matches the material type, dimension(s); color(s), shape(s), texture(s). No more than 20% of exterior siding, details, or the total number of windows may be replaced under this provision in a two-year time period.
 - iv. It is recommended that an applicant receive approval of the Historic Preservation Officer approval prior to obtaining a building permit for the above noted alterations. This may occur through direct contact or with a pre-application meeting.
- h. A public hearing before the Historic Preservation Commission and a signed Certificate of Appropriateness must be required for activities not exempted in provisions of this Section.
- i. To approve an application for the alteration of a Locally Significant Historic Resource the Historic Preservation Commission must find that the proposal meets the following standards:

- i. A property must be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships; and
 - ii. The historic integrity of a property must be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property must be avoided; and
 - iii. A property must be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, must not be undertaken; and
 - iv. Changes to a property that have acquired historic significance in their own right must be retained and preserved; and
 - v. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property must be preserved; and
 - vi. Deteriorated historic features must be repaired rather than replaced. The severity of deterioration requires replacement of a distinctive feature, the new feature must match the old in design, color, texture, and, where possible, materials. Replacement of missing features must be substantiated by documentary and physical evidence; and
 - vii. Chemical and physical treatments, if appropriate, must be undertaken using the gentlest means possible. Treatments that cause damage to historic materials must not be used; and
 - viii. Archeological resources must be protected and preserved in place. If such resources must be disturbed, mitigation measures must be undertaken; and
 - ix. New additions, exterior alterations, or related new construction must not destroy historic materials, features, and spatial relationships that characterize the property. The new work must be differentiated from the old and must be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment; and
 - x. New additions and adjacent or related new construction must be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- j. In addition to meeting the applicable guidelines in 11(i)(i-x) of this Section, to approve an application for the alteration of a Locally Significant Historic Resource the Commission must find that the proposal meets the following design standards as applicable:
- i. Vacant buildings must be weather- and vandal-proof in order to minimize further deterioration and the threat to public safety; and

- ii. New additions must be subordinate to the original building, meaning lower in height, attached to the rear or set back along the side, smaller in scale, and have less architectural detail; and
- iii. Height, width, setback, roof shape, and the overall scale and massing of new buildings within historic districts and on lots with existing Historic Resources, or additions to Historic Resources must be compatible with the existing historic building(s) and, in the case of historic districts, the overall streetscape; and
- iv. In historic districts and on lots with existing Locally Significant Historic Resources, materials on at least the primary façade(s) of new buildings must be compatible in size, shape, color, and texture to the original materials on the facades of surrounding historic buildings; and
- v. Architectural details on new construction (including wood or metal trim, porches, cornices, arches, and window and door features, etc.) must be complimentary, but must not replicate historic features on surrounding historic buildings; and/or
- vi. Window and door opening should be similar in size and orientation (vertical to horizontal) to openings on historic buildings and should take up a similar percentage of the overall façade as those on surrounding historic buildings; and/or
- vii. In historic districts and on lots with existing Locally Significant Historic Resource the relationship of the width to the height of the principal elevations for new buildings and additions to existing Locally Significant Historic Resources must be in scale with the surrounding structures and streetscape. Wider new building can be divided into segments that more closely resemble the façade widths of historic buildings; and/or
- viii. In historic districts and on lots with existing Locally Significant Historic Resources, the roof shape of new buildings and additions to existing Locally Significant Historic Resources must be visually compatible with the surrounding structures and streetscape. Unusual roof shapes, materials, and pitches are discouraged; and/or
- ix. Any applicable design guidelines adopted by the Commission as part of the body's duties described in Section 9(h).

13. **Additional Protections for National Register Resources.** The Commission may recommend that the Yamhill City Council adopt, amend, or remove additional protections for a National Register Resource, provided the National Register Resource is not the subject of a pending application for alteration, relocation, or demolition. Application of additional protections to a National Register Resource must be processed as a legislative action per Title 10, Chapter 10.132. A National Register Resource need not be designated to the Resource List for additional protections to be applied.

- a. National Register Resources within the corporate boundaries of the City of Yamhill may be designated to the Resource List using the procedures outlined in Section 11 and made subject to the regulations of Sections 12, 13, 14, 15, and 16 as a means of providing additional protections. Application of additional protections must be processed as a legislative action per Title 10, Chapter 10.132 and subject to the specific provisions of 13(b-d) of this Section.

- b. Regulations adopted prior to February 23, 2017 (NOTE: the current Municipal Code does not contain any regulations regarding historic buildings or areas.) regarding the alteration, preservation, restoration, rehabilitation, reconstruction, relocation, and/or demolition of a National Register Resource may be amended or removed when the proposed National Register Resource is not the subject of a pending application for alteration or demolition. The action must be processed as a legislative action per Title 10, Chapter 10.132.
- c. Additional protections must be applied to National Register Resources without owner consent under the provisions of OAR 660-023-0200(8)(b).
- d. The City of Yamhill and any person, group, or government agency may propose that a National Register Resource be considered for additional protections. The process for applying additional protections is as follows:
 - 1. The proposal for adding additional protections to a National Register Resource must include the National Register nomination document and a complete list of the additional protections proposed. The Historic Preservation Officer may establish additional standards for a complete application.
 - 2. At a public hearing, the Historic Preservation Commission must consider all of the following factors:
 - a. The historic characteristics identified in the National Register nomination document; and
 - b. The historic significance of the resource; and
 - c. The relationship to the historic context statement and historic preservation plan contained in the comprehensive plan, if they exist; and
 - d. The goals and policies in the City of Yamhill Comprehensive Plan; and
 - e. The effects of the additional protection measures on the ability of Significant Historic Resource owners to maintain and modify features of their Significant Historic Resource; and
 - f. Any other relevant factors.

14. **Demolition and Relocation of Significant Historic Resources.** The Historic Preservation Commission must approve, approve with conditions, or deny an application to demolish or relocate a Significant Historic Resource. A public hearing before the Commission and a Certificate of Appropriateness signed by the Historic Preservation Officer must be required to demolish or relocate Significant Historic Resource. The Historic Preservation Officer must post a legal notice, per requirements in Title 10, Section 10.128.030 announcing the public hearing to demolish or relocate the historic resource, the criteria under which a decision will be made, and invite the public to provide testimony for consideration by the Commission.

- a. The definition of “demolition” for National Register Resources means any act that destroys, removes, or relocates, in whole or part, National Register Resource such that its historic, cultural, or architectural character and significance is lost.
- b. In addition to the criteria stated in Section 14(c-e), the Commission must consider the following factors when reviewing an application for the demolition or relocation of a National Register Resource: Condition, historic integrity, age, historic significance, value to the community, economic consequences, design or construction rarity, and consistency with and consideration of other policy objectives in the acknowledged comprehensive plan.
- c. The Commission must find the following when approving or approving with conditions the demolition of a Significant Historic Resource:
 - i. The applicant completed a replacement plan for the site, including drawings approved by the designated Building Official. If the property is located within a historic district, plans must be submitted for review and approved by the Commission prior to the application to demolish the Significant Historic Resource pursuant to these regulations as they relate to new construction; and
 - ii. The designated Building Official determines and states in writing that the Significant Historic Resource cannot be safely removed from the site; and
 - iii. The value to the community of the proposed use of the Significant Historic Resource outweighs the value of retaining the Significant Historic Resource. Public testimony must be considered when making this determination.
- d. The Commission must find the following when approving or approving with conditions the relocation of a Significant Historic Resource:
 - i. If the Significant Historic Resource is located within a historic district, the owner completed a replacement plan for the site, including drawings approved by the designated Building Official. Plans must be submitted for review and approved by the Commission prior to the application to demolish the Significant Historic Resource pursuant to these regulations as they relate to new construction; and
 - ii. The value to the community of the proposed use of the Significant Historic Resource outweighs retaining the Significant Historic Resource in its original location; and
 - iii. The relocated Significant Historic Resource remains within the limits of the City of Yamhill; and
 - iv. The new site provides a suitable setting and ensures the Significant Historic Resource’s long-term preservation; and
 - v. The owner has an approved plan for the new site.
- e. In approving an application for the demolition or relocation of a Significant Historic Resource, the Commission may impose the following conditions:

- i. Completion of photographic, video, textual and/or drawn recordation of the subject property in its original location; and
 - ii. A Significant Historic Resource be relocated to a new site when demolition is proposed, and that, to the extent feasible, the new location is similar to the original site and that the original setback and orientation of the building is replicated on the new lot; and
 - iii. The owner obtain permission from the National Park Service to move the National Register Resource to retain the property's listing in the National Register of Historic Places and/or assume all responsibility and cost of removing the property from the National Register of Historic Places if permission cannot be obtained; and
 - iv. Delay the demolition of the Significant Historic Resource in the interest of exploring reasonable alternatives for a maximum of 180 days. The Historical Preservation Officer may grant a one-time extension of an additional 90 days with good cause.
 - v. Other reasonable mitigation measures.
- f. Upon issuing a Certificate of Appropriateness for the demolition of a Significant Historic Resource, the Historic Preservation Officer must post a legal notice per Title 10, Section 10.128.030 announcing the demolition. ~~the criteria under which the demolition was approved, the historic significance of the property, and invite the public to provide alternatives to the demolition for consideration by the Commission.~~ [Note: the public was provided an opportunity to comment at the hearing (see 14 introduction, above). Not certain as to the need to provide additional comments.]
- g. Relocated Significant Historic Resources must remain designated to the Resource List unless removed from the Resource List under the provisions of this regulation.
 - h. Demolished Significant Historic Resources must be removed from the Resource List using the procedures described in this regulation and must not be subject to the provisions of this regulation.
 - i. Notice of this relocation or demolition of a Locally Significant Resource or National Register Resource must be provided to the State Historic Preservation Office.
15. **Preservation of Archaeological Resources.** The following provisions apply to the preservation of archaeological resources under Oregon State law.
- a. Archeological resources must be protected and preserved in place subject to the requirements of federal, state, and local regulations, including the guidelines administered by the Oregon State Historic Preservation Office and ORS 358.905—358.962.
 - b. A person may not excavate, injure, destroy or alter an archaeological site or object or remove an archaeological object located on public or private lands unless that activity is authorized by a permit issued under ORS 390.235. A violation of this subsection is a misdemeanor.

16. **Removal of Significant Historic Resources from the Resource List.** A public hearing before the Historic Preservation Commission and a Certificate of Appropriateness signed by the Historic Preservation Officer must be required to remove a Significant Historic Resource from the Resource List.

- a. A National Register Resource must first be removed from the National Register of Historic Places before an owner may apply for the National Register Resource to be removed from the Resource List.
- b. An application to remove a Significant Historic Resource from the Resource List must not be considered for **one (1) year** after the date of decision for the denial of an application for the relocation or demolition of the same Locally Significant Historic Resource under Section 14.
- c. Any individual or group, including the Commission acting on its own initiative, may initiate the removal of a Significant Historic Resource by submitting a complete application to the Historic Preservation Officer. The Historic Preservation Officer may establish standards for a complete application.
- d. **To approve an application for the removal of a Locally Significant Historic Resource from the Resource List the Commission must find the following:**
 - i. **The Locally Significant Historic Resource has lost the qualities for which it was originally recognized; and**
 - ii. **Additional information shows that the Locally Significant Historic Resource no longer satisfies the criteria for recognition or did not satisfy the criteria for recognition at time of listing; and**
 - iii. **The **designated Building Official** declares that the Locally Significant Historic Resource poses a clear and immediate hazard to public safety and must be demolished to abate the unsafe condition.**
 - iv. **The designation of the property to the Resource List was imposed on the property at the time of designation, and:**
 1. **The owner has retained ownership since the time of the designation; and**
 2. **The owner can demonstrate that the owner objected to the designation on the public record; or**
 3. **Was not provided an opportunity to object to the designation; and**
 4. **The owner requests in writing that the local government remove the property from the Resource List.**
- e. Significant Historic Resources destroyed by flood, fire, or other natural or accidental act or demolished under the provisions of this regulation and meeting the definition of “demolished” as defined in these regulations may be removed from the Resource List by the Historic Preservation Officer. Notice of this action and written and photographic evidence documenting the demolition

of the Significant Historic Resource must be provided to the Commission at the next regular meeting. This same documentation must be provided to the State Historic Preservation Office. If a Significant Historic Resource is also listed in the National Register, the Historic Preservation Officer must request that the SHPO remove the property from the National Register if not requiring the owner to do so under the provisions of this regulation.

- f. Upon removing a Significant Historic Resource from the Resource List, the Historic Preservation Officer must **post a legal notice, per requirements in Title 10, Section 10.128.030** announcing the removal, the criteria under which the removal was approved, and the historic significance of the property.
- g. A Significant Historic Resource removed from the Resource List under the provisions of this Section must not be subject to the regulations of this ordinance.

17. Re-submittal of a Previous Application. An application for a Certificate of Appropriateness may be appealed **to the City Planning Commission per, Title 10, Section 10.128.040.B.**

18. Enforcement. Penalties for violations of the provisions of these regulations must be the same as for violation of the **City of Yamhill Title 5, Sections 5.04.200 to 5.04.260.**

DRAFT

STAFF MEMORANDUM

TO: Yamhill City Council

FROM: Walt Wendolowski, Contract City Planner

SUBJECT: Certified Local Government Historic District

DATE: June 3, 2026

I. BACKGROUND

The City Council considered the adoption of a Historic Preservation Ordinance and directed staff to return a draft copy for their consideration. The Ordinance would support the creation of a local historic district, designed to incorporate the Central Business District. This is part of the Certified Local Program operated by the State Historical Preservation Office. This memorandum includes the initial draft ordinance as an attachment.

II. REVIEW

The document contains 18 sections. The following reviews each section, or groups of similar sections.

- A. Sections 1 to 6. These are the introductory provisions and include the title, policy provisions, purpose statement, applicability, severability clause, and addresses conflicting ordinances.
- B. Section 7 – Definitions. Section 7 contains all definitions unique to the Ordinance.
- C. Section 8 – Historic Preservation Committee. This Section establishes the Historic Preservation Commission (HPC). The Mayor (with Council approval) appoints both an Historic Preservation Officer (HPO) to administer the program and five members to serve on the committee. This Section also spells out expected qualifications of the committee members. Initially, these are staggered appointments to avoid the need to re-appoint the entire HPC every two years. The Section also includes quorum and minimum meeting requirements.
- D. Section 9 - Commission Duties. As the title suggests, this Section identifies the duties of the Commission. The Ordinance requires the HPC to identify and evaluate historic resources in the City and maintain a historic inventory consistent with state requirements. The HPC reviews applications, coordinates with SHPO, may adopt specific guidelines, makes recommendations to Council regarding rules, budgets, grants, and comments on pending state legislation. In short, the HPC, along with the HPO, are responsible for all things historic in the City of Yamhill.

- E. Section 10 – Inventorying, Evaluation, and Determining Significance of Historic Resources. This Section outlines procedures to evaluate historic resources. Please note, consistent with state law, a property owner cannot object to such an evaluation (10.f). However, as noted below, there is a difference between identifying historic properties and listing them as a significant historic resource.
- F. Section 11 – Designation Historic Resources to the Resource List. The City Comprehensive Plan includes a Resource List of significant Historic Resources. Section 11 outlines the procedure to designate additional resources to the list. The HPC makes the recommendation to the Planning Commission based on specific evaluation criteria. Note that individuals and groups may nominate resources for the HPC to consider for the Resource List. The review process follows the requirements in Title 10, Section 10.128 which sets regulations for public hearings before the Planning Commission.

A building's owner may not object to placement on the Historic Resource Inventory but may object to placement on the designated Resource List. This is an important distinction. The Resource Inventory simply identifies properties that are historic in character but may or may not be historically significant. This is simply a list of potential historic resources; placement on the inventory itself does not determine whether it is significant.

Finally, the Section identifies HPO responsibilities to assist the HPC in processing requests and sharing the information with SHPO. Key here is a Record of Designation identifying specific features of an historic building that an owner cannot alter without prior approval.

- G. Section 12 – Design Review for Locally Significant Historic Resources Designated to the Resource List. This Section governs proposed changes of a building or site that is on the Resource List. Changes to features identified on the Record of Designation require prior approval. Note, this excludes interior and exterior paint, landscaping, and removal of trees.

If the owner wishes to alter the structure, the HPC must approve the modification. Subsection “i.” identifies a list of 10 items that the HPC must consider before approval, with additional design considerations in subsection “j.” There is some flexibility afforded by the HPO for minor changes. For example, installation of a fence that complies with City regulations, or demotion of an outbuilding that is not part of the Record of Designation. Regardless, the HPO decision is appealable to the HPC.

- H. Section 13 – Additional Protections for National Register Resources. The City may adopt additional protection provisions for sites listed on the National Register. Individuals or groups may suggest additional protections for the HPC to consider.

- I. Section 14 - Demolition and Relocation of Significant Historic Resources. Prior Sections addressed repairs or alterations to existing structures. This Section addresses requests to demolish or move a structure on the Resource List, which requires a similar HPC review, with the process following guidelines noted in Section 11. The HPC has latitude regarding preservation efforts, such as relocating a structure proposed for demolition. Relocation is usually not an issue as it preserves the building. Demolition often limited to structures that cannot be feasibly repaired or maintained. This Section encourage that, as a minimum, the HPC obtain and preserve photographic, or video evidence of the structure before demolition.
- J. Section 15 – Preservation of Archeological Resources. This Section requires the City to comply with state statutes preserving archeological sites.
- K. Section 16 – Removal of Significant Historic Resources from the Resource List. This Section uses the same process as adding a building to the Resource List. However, in this instance, the owner must show that the structure no longer possesses the attributes which originally placed it on the List.
- L. Section 17 – Removal of a Previous Application. This section notes decisions on a certificate of application (e.g., modifying a building) are appealable to the Planning Commission.
- M. Section 18 – Enforcement. Violations are subject to provisions in the Yamhill Municipal Code, Title 5.

III. DISCUSSION

On the surface, this proposed ordinance looks complicated. However, after reviewing the material further, there is a logical progression. The City:

- Adopts the Historical Preservation Ordinance.
- The Ordinance includes administrative features along with specific definitions.
- Establishes the Historical Preservation Committee.
- Appoints an Historical Preservation Officer.
- Conducts a Historic Resource Inventory, identifying properties with the potential for placement on the Significant Resource List.
- Through hearings with the HPO, moves historical properties judged significant to the Resource List.
- Compliance with certain guidelines allows modification to those on the Resource List.
- Circumstances allow the destruction or relocation of structures on the Resource List
- The HPC may remove structures on the Resource List due to loss of historical significance.
- All actions are subject to a defined process with right of appeal.

Kuri Gill at SHPO reviewed the proposed ordinance and did not see any issues. I voiced concern as to the possible complexity, but Ms. Gill noted most of the work for staff happens when there is a designation of a local landmark. Until that time the only review is for demo or relocation of a listed property. In fact, there may never be a local designation.

IV. SUMMARY

Staff previously suggested that if the Council wished to proceed with adopting the ordinance, this be a stand-alone Title separate from planning regulations in Title 10. However, given the proposed Ordinance references hearing procedures, appeal rights, and amendment provisions in Title 10, staff now recommends adding the material to Title 10, the City's Development Code.

Attachments: Draft Historic Preservation Ordinance

CITY OF YAMHILL
CAUCUS

**NOMINATE CITY TICKET
CANDIDATES FOR**

**MAYOR AND
CITY COUNCIL**

**IN THE
NOVEMBER 2026
GENERAL ELECTION**

**BEULAH CITY PARK
JUNE 12 | 6 P.M.**