

# Consent Agenda

7/10/2023  
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## General Fund

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## Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4994	ARPA Traunch 2	0.00	0.00	129,753.00	0.00%
4100	Beginning Budget Balance	0.00	0.00	447,330.00	0.00%
4932	Business License	540.00	540.00	700.00	77.14%
4902	Cigarette Taxes	896.38	896.38	2,200.00	40.74%
4938	County Building Services	138.84	138.84	0.00	0.00%
4915	Dog License Revenue	749.63	749.63	500.00	149.93%
4925	Franchise Fees	60,315.59	60,315.59	48,000.00	125.66%
4944	Grant - ODOT DUII	3,883.50	3,883.50	4,000.00	97.09%
4942	Grant - ODOT Seat Belt	3,221.67	3,221.67	3,500.00	92.05%
4943	Grant - ODOT Speed	0.00	0.00	4,000.00	0.00%
4945	Grant -ODOT Distracted Driving	0.00	0.00	3,500.00	0.00%
4952	Interest Income	18,554.39	18,554.39	5,000.00	371.09%
4962	Land Use Fees	78,577.43	78,577.43	15,000.00	523.85%
4903	Liquor Taxes	24,149.52	24,149.52	19,500.00	123.84%
4913	Miscellaneous Income	13,389.23	13,389.23	2,000.00	669.46%
4928	Municipal Court Fees	17,258.17	17,258.17	23,000.00	75.04%
4924	Municipal Court Fines	39,183.93	39,183.93	55,000.00	71.24%
4941	Municipal Court Training Assmt	937.00	937.00	1,100.00	85.18%
4951	National Night Out	0.00	0.00	1,500.00	0.00%
4961	Park Fees	1,535.00	1,535.00	1,200.00	127.92%
4948	Planning Grant	0.00	0.00	1,000.00	0.00%
4914	Police Misc. Income	12,150.17	12,150.17	6,000.00	202.50%
4922	Police Service Fee	29,170.00	29,170.00	29,000.00	100.59%
4950	Police SRO-Yamhill/Carlton SD	12,500.00	12,500.00	10,000.00	125.00%
4901	Previously Levied Taxes	9,005.17	9,005.17	11,000.00	81.87%
4900	Property Tax Revenue	379,587.90	379,587.90	340,766.00	111.39%
4904	State Revenue Sharing	16,548.04	16,548.04	15,000.00	110.32%
4923	Towing Fees	300.00	300.00	100.00	300.00%
General Revenues Totals		\$722,591.56	\$722,591.56	\$1,179,649.00	
Revenue		\$722,591.56	\$722,591.56	\$1,179,649.00	
Gross Profit		\$722,591.56	\$722,591.56	\$1,179,649.00	
Expenses					
Administrative Dept					
6103	Admin Clerk	13,133.44	13,133.44	7,353.00	178.61%
6325	Ads & Printing	2,347.30	2,347.30	2,500.00	93.89%
6300	Attorney/Legal Fees	34,085.78	34,085.78	10,000.00	340.86%
6301	Audit Fees	7,575.00	7,575.00	10,000.00	75.75%
6412	Building Maintenance	1,010.92	1,010.92	3,000.00	33.70%
6335	Christmas Decorations	87.55	87.55	1,000.00	8.76%
6101	City Administrator	4,927.22	4,927.22	36,002.00	13.69%
6102	City Clerk	10,444.79	10,444.79	8,556.00	122.08%
6306	Contract Services	44,142.70	44,142.70	12,500.00	353.14%
6403	Copy/Postal/Computing	200.00	200.00	0.00	0.00%
6305	Dues, Travel, Training	1,323.94	1,323.94	2,500.00	52.96%
6334	Emergency Services	0.00	0.00	4,000.00	0.00%
6309	Janitorial Services	2,200.00	2,200.00	2,600.00	84.62%
6202	Liability Insurance	9,080.00	9,080.00	8,850.00	102.60%
6252	Miscellaneous Expense	593.00	593.00	500.00	118.60%

## Statement of Revenue and Expenditures

		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Account Number					
6328	Office Supplies	1,072.08	1,072.08	2,500.00	42.88%
6200	Operations & Maint	5,246.56	5,246.56	6,000.00	87.44%
6120	Payroll Expense	15,968.67	15,968.67	37,743.00	42.31%
6329	Postage	204.39	204.39	400.00	51.10%
6795	Reserve for Contingencies	20,000.00	20,000.00	105,879.00	18.89%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	10,831.00	0.00%
6522	Reserve Transfer (PD Vehicle)	0.00	0.00	25,000.00	0.00%
6210	Utilities	9,758.69	9,758.69	9,200.00	106.07%
6032	Website/IT	24,897.76	24,897.76	10,000.00	248.98%
<b>Administrative Dept Totals</b>		<b>\$208,299.79</b>	<b>\$208,299.79</b>	<b>\$316,914.00</b>	
<b>City Council</b>					
6332	Community Support Services	0.00	0.00	2,000.00	0.00%
6305	Dues, Travel, Training	1,321.76	1,321.76	1,000.00	132.18%
6252	Miscellaneous Expense	763.89	763.89	1,000.00	76.39%
<b>City Council Totals</b>		<b>\$2,085.65</b>	<b>\$2,085.65</b>	<b>\$4,000.00</b>	
<b>Municipal Court</b>					
6103	Admin Clerk	5,554.02	5,554.02	2,941.00	188.85%
6250	Assessments	13,593.31	13,593.31	22,000.00	61.79%
6300	Attorney/Legal Fees	54.00	54.00	500.00	10.80%
6224	Bail Refunds	40.00	40.00	400.00	10.00%
6102	City Clerk	12,506.45	12,506.45	19,963.00	62.65%
6310	Court Interpreter	1,100.00	1,100.00	1,200.00	91.67%
6305	Dues, Travel, Training	1,112.01	1,112.01	2,000.00	55.60%
6102	Municipal Clerk	11,441.65	11,441.65	0.00	0.00%
6311	Municipal Judge	2,950.00	2,950.00	4,000.00	73.75%
6328	Office Supplies	348.81	348.81	500.00	69.76%
6200	Operations & Maint	1,054.26	1,054.26	1,500.00	70.28%
6120	Payroll Expense	17,120.06	17,120.06	18,935.00	90.41%
<b>Municipal Court Totals</b>		<b>\$66,874.57</b>	<b>\$66,874.57</b>	<b>\$73,939.00</b>	
<b>Park Dept</b>					
6200	Operations & Maint	12,581.52	12,581.52	15,000.00	83.88%
6120	Payroll Expense	3,353.12	3,353.12	18,610.00	18.02%
6523	Reserve Transfer (Park)	0.00	0.00	5,000.00	0.00%
6433	Security Cameras	0.00	0.00	10,000.00	0.00%
6401	Trees	1,900.00	1,900.00	6,000.00	31.67%
6210	Utilities	1,238.73	1,238.73	2,000.00	61.94%
6109	Utility Worker I	6,620.77	6,620.77	16,536.00	40.04%
<b>Park Dept Totals</b>		<b>\$25,694.14</b>	<b>\$25,694.14</b>	<b>\$73,146.00</b>	
<b>Planning Dept</b>					
6103	Admin Clerk	17,010.47	17,010.47	9,804.00	173.51%
6325	Ads & Printing	921.70	921.70	2,000.00	46.09%
6303	City Planner	10,098.75	10,098.75	10,000.00	100.99%
6306	Contract Services	10,563.84	10,563.84	70,000.00	15.09%
6305	Dues, Travel, Training	137.20	137.20	500.00	27.44%
6328	Office Supplies	0.00	0.00	200.00	0.00%
6120	Payroll Expense	3,762.21	3,762.21	12,562.00	29.95%
6114	Planning/ City Administrator	684.35	684.35	5,000.00	13.69%
<b>Planning Dept Totals</b>		<b>\$43,178.52</b>	<b>\$43,178.52</b>	<b>\$110,066.00</b>	
<b>Police Dept</b>					
6304	911 YCOM Dispatch	13,561.58	13,561.58	18,500.00	73.31%
6300	Attorney/Legal Fees	90.00	90.00	3,000.00	3.00%
6305	Dues, Travel, Training	3,654.42	3,654.42	4,000.00	91.36%

## General Fund

### Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022	Jul 2022	Jul 2022	Jun 2023
		Jun 2023	Jun 2023	Jun 2023	Percent of
		Actual	Actual		Budget
Account Number					
6221	Equipment/Maintenance	4,929.60	4,929.60	4,600.00	107.17%
6333	Investigation Expenses	135.85	135.85	1,000.00	13.59%
6202	Liability Insurance	13,570.00	13,570.00	13,570.00	100.00%
6252	Miscellaneous Expense	0.00	0.00	500.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	2,000.00	2,000.00	3,000.00	66.67%
6336	National Night Out Expense	332.00	332.00	1,500.00	22.13%
6117	ODOT Grant Payroll	16,941.01	16,941.01	15,000.00	112.94%
6328	Office Supplies	1,180.14	1,180.14	2,200.00	53.64%
6115	Overtime	2,853.43	2,853.43	3,000.00	95.11%
6120	Payroll Expense	140,462.18	140,462.18	190,159.00	73.87%
6254	Peer Support Expense	0.00	0.00	100.00	0.00%
6104	Police Chief	96,910.91	96,910.91	85,000.00	114.01%
6331	Police Equipment	7,176.25	7,176.25	9,000.00	79.74%
6105	Police Officer	76,260.34	76,260.34	71,802.00	106.21%
6976	Police Radios	0.00	0.00	500.00	0.00%
6404	Policy & Procedure Manual	2,491.80	2,491.80	2,000.00	124.59%
6106	Reserve Officer	10,298.09	10,298.09	10,000.00	102.98%
6327	Resource Materials	99.99	99.99	1,000.00	10.00%
6107	Traffic Officer	65,593.21	65,593.21	63,003.00	104.11%
6330	Uniform Allowance	2,224.81	2,224.81	3,250.00	68.46%
6210	Utilities	4,342.75	4,342.75	3,000.00	144.76%
6405	Vehicle Lease	21,647.00	21,647.00	25,000.00	86.59%
6027	Vehicle Maintenance	21,566.16	21,566.16	22,000.00	98.03%
<b>Police Dept Totals</b>		<b>\$508,321.52</b>	<b>\$508,321.52</b>	<b>\$556,684.00</b>	
<b>Expenses</b>		<b>\$854,454.19</b>	<b>\$854,454.19</b>	<b>\$1,134,749.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$131,862.63)</b>	<b>(\$131,862.63)</b>	<b>\$44,900.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$131,862.63)</b>	<b>(\$131,862.63)</b>	<b>\$44,900.00</b>	

### Fund Balances

Beginning Fund Balance	471,956.25	471,956.25	0.00	0.00%
Net Change in Fund Balance	(131,862.63)	(131,862.63)	44,900.00	0.00%
Ending Fund Balance	340,093.62	340,093.62	0.00	0.00%

#### Report Options

Fund: General Fund

Period: 7/1/2022 to 6/30/2023

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: General Fund Master

Display Subtotals: No

# Water Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance		0.00	252,199.00	0.00%
4952	Interest Income	14,440.81	14,440.81	3,000.00	481.36%
4913	Miscellaneous Income	1,167.14	1,167.14	8,000.00	14.59%
4940	Security Deposits	3,489.60	3,489.60	5,000.00	69.79%
4960	Users Fees	577,654.60	577,654.60	450,000.00	128.37%
	<b>Revenue</b>	<b>\$596,752.15</b>	<b>\$596,752.15</b>	<b>\$718,199.00</b>	
	<b>Gross Profit</b>	<b>\$596,752.15</b>	<b>\$596,752.15</b>	<b>\$718,199.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6103	Admin Clerk	22,104.76	22,104.76	12,255.00	180.37%
6325	Ads & Printing	67.50	67.50	100.00	67.50%
6300	Attorney/Legal Fees	1,338.13	1,338.13	5,000.00	26.76%
6301	Audit Fees	6,250.00	6,250.00	6,200.00	100.81%
6326	Chemicals	10,279.33	10,279.33	25,000.00	41.12%
6101	City Administrator	3,421.72	3,421.72	25,002.00	13.69%
6102	City Clerk	17,619.34	17,619.34	14,260.00	123.56%
6306	Contract Services	60,068.47	60,068.47	85,000.00	70.67%
6427	Deposit Refund	328.88	328.88	500.00	65.78%
6237	Distribution System	31,002.27	31,002.27	35,000.00	88.58%
6305	Dues, Travel, Training	1,903.33	1,903.33	4,500.00	42.30%
6334	Emergency Services	81.81	81.81	2,000.00	4.09%
6119	Facilities Manager	29,236.71	29,236.71	21,832.00	133.92%
6407	Intake Structure		0.00	500.00	0.00%
6232	Large Meter Testing		0.00	1,500.00	0.00%
6202	Liability Insurance	26,780.00	26,780.00	26,550.00	100.87%
6233	Meter Replacement	156,096.59	156,096.59	15,000.00	1,040.64%
6203	Misc. Tools	321.49	321.49	1,000.00	32.15%
6252	Miscellaneous Expense	663.42	663.42	1,000.00	66.34%
6230	Office Equip/Maint/Supplies	682.74	682.74	400.00	170.69%
6200	Operations & Maint	37,230.44	37,230.44	40,000.00	93.08%
6115	Overtime	686.00	686.00	4,000.00	17.15%
6118	Pager Pay	2,678.00	2,678.00	3,500.00	76.51%
6120	Payroll Expense	63,458.32	63,458.32	119,930.00	52.91%
6204	Permits	1,025.00	1,025.00	2,000.00	51.25%
6121	Plant Operator	30,318.18	30,318.18	23,241.00	130.45%
6329	Postage	1,157.00	1,157.00	2,000.00	57.85%
6795	Reserve for Contingencies		0.00	62,857.00	0.00%
6521	Reserve Transfer (ACER Reserve)		0.00	12,000.00	0.00%
6415	Reservoir Cleaning		0.00	10,000.00	0.00%
6208	Safety Equipment & Supplies	487.13	487.13	500.00	97.43%
6409	SCADA/ Security System	2,585.00	2,585.00	5,000.00	51.70%
6417	Sludge Hauling		0.00	3,000.00	0.00%
6529	Transfer Out (Water Deprec)		0.00	5,000.00	0.00%
6210	Utilities	24,843.12	24,843.12	22,000.00	112.92%
6109	Utility Worker I	27,712.93	27,712.93	33,072.00	83.80%
6405	Vehicle Lease	2,700.00	2,700.00	7,500.00	36.00%
6027	Vehicle Maintenance	13,081.78	13,081.78	8,000.00	163.52%
6426	Water Filter Media		0.00	70,000.00	0.00%

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

		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022	Jul 2022	Jul 2022	Jun 2023
		Jun 2023	Jun 2023	Jun 2023	Percent of
Account Number		Actual	Actual		Budget
<b>Other Expense</b>					
6201	Lab Equipment	1,331.32	1,331.32	2,000.00	66.57%
6440	Transmission Line Feasibility		0.00	200,000.00	0.00%
<b>Expenses</b>		<b>\$577,540.71</b>	<b>\$577,540.71</b>	<b>\$918,199.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$19,211.44</b>	<b>\$19,211.44</b>	<b>(\$200,000.00)</b>	
<b>Net Change in Fund Balance</b>		<b>\$19,211.44</b>	<b>\$19,211.44</b>	<b>(\$200,000.00)</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	253,316.29	253,316.29	0.00	0.00%
	Net Change in Fund Balance	19,211.44	19,211.44	(200,000.00)	0.00%
	Ending Fund Balance	272,527.73	272,527.73	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	246,691.00	0.00%
4952	Interest Income	3,962.36	3,962.36	250.00	1,584.94%
4981	Transfer In - Water Fund	0.00	0.00	5,000.00	0.00%
4960	Users Fees	20.07	20.07	0.00	0.00%
	<b>Revenue</b>	<b>\$3,982.43</b>	<b>\$3,982.43</b>	<b>\$251,941.00</b>	
	<b>Gross Profit</b>	<b>\$3,982.43</b>	<b>\$3,982.43</b>	<b>\$251,941.00</b>	
<b>Expenses</b>					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	232,174.00	0.00%
6741	System Improvements	0.00	0.00	19,267.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$251,941.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$3,982.43</b>	<b>\$3,982.43</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$3,982.43</b>	<b>\$3,982.43</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	30,575.06	30,575.06	0.00	0.00%
	Net Change in Fund Balance	3,982.43	3,982.43	0.00	0.00%
	Ending Fund Balance	34,557.49	34,557.49	0.00	0.00%

# Water SDC Fund

## Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	516,674.00	0.00%
4952	Interest Income	14,101.07	14,101.07	2,000.00	705.05%
4792	System Development Charges	13,451.00	13,451.00	129,920.00	10.35%
	<b>Revenue</b>	<b>\$27,552.07</b>	<b>\$27,552.07</b>	<b>\$648,594.00</b>	
	<b>Gross Profit</b>	<b>\$27,552.07</b>	<b>\$27,552.07</b>	<b>\$648,594.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6795	Reserve for Contingencies	0.00	0.00	142,594.00	0.00%
6416	System Development	15,625.00	15,625.00	100,000.00	15.63%
6524	Transfer Out (Water Debt Svc)	0.00	0.00	158,000.00	0.00%
	<b>Expenses</b>	<b>\$15,625.00</b>	<b>\$15,625.00</b>	<b>\$400,594.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$11,927.07</b>	<b>\$11,927.07</b>	<b>\$248,000.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$11,927.07</b>	<b>\$11,927.07</b>	<b>\$248,000.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	516,978.21	516,978.21	0.00	0.00%
	Net Change in Fund Balance	11,927.07	11,927.07	248,000.00	0.00%
	Ending Fund Balance	528,905.28	528,905.28	0.00	0.00%



## Water Debt Service

### Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023 Actual	Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget

#### Revenue & Expenditures

##### Revenue

4100	Beginning Budget Balance	0.00	0.00	132,354.00	0.00%
4952	Interest Income	6,521.43	6,521.43	500.00	1,304.29%
4991	Transfer In - Water SDC	0.00	0.00	158,000.00	0.00%
4960	Users Fees	144,271.39	144,271.39	123,800.00	116.54%

<b>Revenue</b>	<b>\$150,792.82</b>	<b>\$150,792.82</b>	<b>\$414,654.00</b>
<b>Gross Profit</b>	<b>\$150,792.82</b>	<b>\$150,792.82</b>	<b>\$414,654.00</b>

##### Expenses

6150	Debt Service Expense	216,150.42	216,150.42	216,150.00	100.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	140,382.00	0.00%

<b>Expenses</b>	<b>\$216,150.42</b>	<b>\$216,150.42</b>	<b>\$414,654.00</b>
<b>Revenue Less Expenditures</b>	<b>(\$65,357.60)</b>	<b>(\$65,357.60)</b>	<b>\$0.00</b>
<b>Net Change in Fund Balance</b>	<b>(\$65,357.60)</b>	<b>(\$65,357.60)</b>	<b>\$0.00</b>

#### Fund Balances

Beginning Fund Balance	136,210.19	136,210.19	0.00	0.00%
Net Change in Fund Balance	(65,357.60)	(65,357.60)	0.00	0.00%
Ending Fund Balance	70,852.59	70,852.59	0.00	0.00%

#### Report Options

Fund: Water Debt Service  
 Period: 7/1/2022 to 6/30/2023  
 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 Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	374,152.00	0.00%
4952	Interest Income	12,380.67	12,380.67	1,500.00	825.38%
4913	Miscellaneous Income	131,028.51	131,028.51	500.00	26,205.70%
4940	Security Deposits	4,251.52	4,251.52	8,000.00	53.14%
4963	Stormwater	11,668.65	11,668.65	10,500.00	111.13%
4960	Users Fees	410,213.41	410,213.41	392,553.00	104.50%
	<b>Revenue</b>	<b>\$569,542.76</b>	<b>\$569,542.76</b>	<b>\$787,205.00</b>	
	<b>Gross Profit</b>	<b>\$569,542.76</b>	<b>\$569,542.76</b>	<b>\$787,205.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6103	Admin Clerk	22,104.76	22,104.76	12,255.00	180.37%
6325	Ads & Printing	22.50	22.50	200.00	11.25%
6300	Attorney/Legal Fees	9.99	9.99	1,500.00	0.67%
6301	Audit Fees	4,725.00	4,725.00	5,200.00	90.87%
6326	Chemicals	0.00	0.00	1,500.00	0.00%
6101	City Administrator	3,421.72	3,421.72	25,002.00	13.69%
6102	City Clerk	17,619.52	17,619.52	14,260.00	123.56%
6227	Collection System	5,747.17	5,747.17	15,000.00	38.31%
6306	Contract Services	70,150.12	70,150.12	20,000.00	350.75%
6427	Deposit Refund	544.38	544.38	500.00	108.88%
6305	Dues, Travel, Training	1,399.48	1,399.48	3,500.00	39.99%
6334	Emergency Services	0.00	0.00	5,000.00	0.00%
6119	Facilities Manager	28,797.89	28,797.89	21,832.00	131.91%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	10,993.10	10,993.10	10,030.00	109.60%
6203	Misc. Tools	939.77	939.77	1,500.00	62.65%
6252	Miscellaneous Expense	516.24	516.24	300.00	172.08%
6230	Office Equip/Maint/Supplies	380.77	380.77	750.00	50.77%
6328	Office Supplies	128.06	128.06	500.00	25.61%
6200	Operations & Maint	60,986.07	60,986.07	30,000.00	203.29%
6115	Overtime	686.00	686.00	3,008.00	22.81%
6118	Pager Pay	2,678.00	2,678.00	3,000.00	89.27%
6120	Payroll Expense	62,187.96	62,187.96	119,930.00	51.85%
6204	Permits	3,583.00	3,583.00	2,000.00	179.15%
6121	Plant Operator	30,318.30	30,318.30	23,241.00	130.45%
6329	Postage	1,157.00	1,157.00	2,000.00	57.85%
6795	Reserve for Contingencies	0.00	0.00	370,625.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	0.00	12,000.00	0.00%
6208	Safety Equipment & Supplies	907.34	907.34	1,500.00	60.49%
6409	SCADA/ Security System	846.00	846.00	0.00	0.00%
6417	Sludge Hauling	0.00	0.00	2,000.00	0.00%
6210	Utilities	25,805.60	25,805.60	22,000.00	117.30%
6109	Utility Worker I	27,712.87	27,712.87	33,072.00	83.80%
6405	Vehicle Lease	0.00	0.00	7,500.00	0.00%
6027	Vehicle Maintenance	14,578.79	14,578.79	8,000.00	182.23%
<b>Other Expense</b>					
6201	Lab Equipment	1,100.02	1,100.02	1,500.00	73.33%
	<b>Expenses</b>	<b>\$400,047.42</b>	<b>\$400,047.42</b>	<b>\$790,205.00</b>	

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

Account Number	Current Period	Year-To-Date	Annual Budget	Jul 2022
	Jul 2022	Jul 2022	Jul 2022	Jun 2023
	Jun 2023	Jun 2023	Jun 2023	Percent of
	Actual	Actual		Budget
Revenue Less Expenditures	\$169,495.34	\$169,495.34	(\$3,000.00)	
Net Change in Fund Balance	\$169,495.34	\$169,495.34	(\$3,000.00)	

**Fund Balances**

Beginning Fund Balance	374,847.16	374,847.16	0.00	0.00%
Net Change in Fund Balance	169,495.34	169,495.34	(3,000.00)	0.00%
Ending Fund Balance	544,342.50	544,342.50	0.00	0.00%

# Sewer System Reserve Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	63,230.00	0.00%
4952	Interest Income	1,001.51	1,001.51	450.00	222.56%
	<b>Revenue</b>	<b>\$1,001.51</b>	<b>\$1,001.51</b>	<b>\$63,680.00</b>	
	<b>Gross Profit</b>	<b>\$1,001.51</b>	<b>\$1,001.51</b>	<b>\$63,680.00</b>	
<b>Expenses</b>					
6940	Equip/SCADA	0.00	0.00	10,000.00	0.00%
6943	Plant Replacements	0.00	0.00	10,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	23,680.00	0.00%
6741	System Improvements	0.00	0.00	20,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$63,680.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$1,001.51</b>	<b>\$1,001.51</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$1,001.51</b>	<b>\$1,001.51</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	63,259.62	63,259.62	0.00	0.00%
	Net Change in Fund Balance	1,001.51	1,001.51	0.00	0.00%
	Ending Fund Balance	64,261.13	64,261.13	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	340,124.00	0.00%
4952	Interest Income	6,589.20	6,589.20	1,500.00	439.28%
4792	System Development Charges	8,007.00	8,007.00	77,340.00	10.35%
	<b>Revenue</b>	<b>\$14,596.20</b>	<b>\$14,596.20</b>	<b>\$418,964.00</b>	
	<b>Gross Profit</b>	<b>\$14,596.20</b>	<b>\$14,596.20</b>	<b>\$418,964.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$14,596.20</b>	<b>\$14,596.20</b>	<b>\$418,964.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$14,596.20</b>	<b>\$14,596.20</b>	<b>\$418,964.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	340,282.35	340,282.35	0.00	0.00%
	Net Change in Fund Balance	14,596.20	14,596.20	418,964.00	0.00%
	Ending Fund Balance	354,878.55	354,878.55	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	50,541.00	0.00%
4952	Interest Income	1,462.03	1,462.03	750.00	194.94%
4960	Users Fees	61,347.88	61,347.88	41,670.00	147.22%
	<b>Revenue</b>	<b>\$62,809.91</b>	<b>\$62,809.91</b>	<b>\$92,961.00</b>	
	<b>Gross Profit</b>	<b>\$62,809.91</b>	<b>\$62,809.91</b>	<b>\$92,961.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6150	Debt Service Expense	52,581.09	52,581.09	54,181.00	97.05%
6795	Reserve for Contingencies	0.00	0.00	38,780.00	0.00%
	<b>Expenses</b>	<b>\$52,581.09</b>	<b>\$52,581.09</b>	<b>\$92,961.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$10,228.82</b>	<b>\$10,228.82</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$10,228.82</b>	<b>\$10,228.82</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	53,108.43	53,108.43	0.00	0.00%
	Net Change in Fund Balance	10,228.82	10,228.82	0.00	0.00%
	Ending Fund Balance	63,337.25	63,337.25	0.00	0.00%

# Street Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	118,298.00	0.00%
4952	Interest Income	3,434.82	3,434.82	2,800.00	122.67%
4292	Recology Franchise Fees	4,770.20	4,770.20	4,900.00	97.35%
4290	State Gas Tax Revenue	95,497.73	95,497.73	92,400.00	103.35%
<b>Revenue</b>		<b>\$103,702.75</b>	<b>\$103,702.75</b>	<b>\$218,398.00</b>	
<b>Gross Profit</b>		<b>\$103,702.75</b>	<b>\$103,702.75</b>	<b>\$218,398.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6103	Admin Clerk	3,527.92	3,527.92	1,961.00	179.90%
6101	City Administrator	273.74	273.74	2,000.00	13.69%
6306	Contract Services	14,757.49	14,757.49	15,000.00	98.38%
6221	Equipment/Maintenance	278.98	278.98	2,000.00	13.95%
6119	Facilities Manager	10,753.11	10,753.11	11,644.00	92.35%
6236	Footpaths/Bikepaths	2,853.08	2,853.08	5,000.00	57.06%
6200	Operations & Maint	20,000.00	20,000.00	20,000.00	100.00%
6120	Payroll Expense	13,870.30	13,870.30	19,041.00	72.84%
6121	Plant Operator	6,244.10	6,244.10	5,165.00	120.89%
6795	Reserve for Contingencies	0.00	0.00	106,587.00	0.00%
6241	Storm Drain Replacement	0.00	0.00	5,000.00	0.00%
6229	Street Lights	15,647.64	15,647.64	15,000.00	104.32%
6222	Street Maintenance	8,422.62	8,422.62	10,000.00	84.23%
6109	Utility Worker I	3,845.55	3,845.55	0.00	0.00%
<b>Expenses</b>		<b>\$100,474.53</b>	<b>\$100,474.53</b>	<b>\$218,398.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$3,228.22</b>	<b>\$3,228.22</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$3,228.22</b>	<b>\$3,228.22</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	124,128.33	124,128.33	0.00	0.00%
	Net Change in Fund Balance	3,228.22	3,228.22	0.00	0.00%
	Ending Fund Balance	127,356.55	127,356.55	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	149,682.00	0.00%
4952	Interest Income	2,985.41	2,985.41	400.00	746.35%
4792	System Development Charges	4,423.00	4,423.00	39,740.00	11.13%
	<b>Revenue</b>	<b>\$7,408.41</b>	<b>\$7,408.41</b>	<b>\$189,822.00</b>	
	<b>Gross Profit</b>	<b>\$7,408.41</b>	<b>\$7,408.41</b>	<b>\$189,822.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	84,822.00	0.00%
6416	System Development	0.00	0.00	105,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$189,822.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$7,408.41</b>	<b>\$7,408.41</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$7,408.41</b>	<b>\$7,408.41</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	149,748.86	149,748.86	0.00	0.00%
	Net Change in Fund Balance	7,408.41	7,408.41	0.00	0.00%
	Ending Fund Balance	157,157.27	157,157.27	0.00	0.00%



# Sidewalk Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	24,117.00	0.00%
4952	Interest Income	385.60	385.60	200.00	192.80%
4494	Sidewalk Deposits	3,600.00	3,600.00	200.00	1,800.00%
	<b>Revenue</b>	<b>\$3,985.60</b>	<b>\$3,985.60</b>	<b>\$24,517.00</b>	
	<b>Gross Profit</b>	<b>\$3,985.60</b>	<b>\$3,985.60</b>	<b>\$24,517.00</b>	
<b>Expenses</b>					
6499	Capital Reserve	0.00	0.00	9,017.00	0.00%
6427	Deposit Refund	0.00	0.00	500.00	0.00%
6423	Sidewalk Installation	0.00	0.00	15,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,517.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$3,985.60</b>	<b>\$3,985.60</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$3,985.60</b>	<b>\$3,985.60</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	24,129.91	24,129.91	0.00	0.00%
	Net Change in Fund Balance	3,985.60	3,985.60	0.00	0.00%
	Ending Fund Balance	28,115.51	28,115.51	0.00	0.00%

# Building Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	34,819.00	0.00%
4939	Code Compliance Fees	150.00	150.00	500.00	30.00%
4938	County Building Services	1,453.01	1,453.01	4,000.00	36.33%
4952	Interest Income	621.51	621.51	200.00	310.76%
<b>Revenue</b>		<b>\$2,224.52</b>	<b>\$2,224.52</b>	<b>\$39,519.00</b>	
<b>Gross Profit</b>		<b>\$2,224.52</b>	<b>\$2,224.52</b>	<b>\$39,519.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6103	Admin Clerk	4,377.90	4,377.90	2,451.00	178.62%
6101	City Administrator	684.35	684.35	5,000.00	13.69%
6119	Facilities Manager	1,635.95	1,635.95	2,911.00	56.20%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	1,909.81	1,909.81	8,330.00	22.93%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	20,677.00	0.00%
<b>Expenses</b>		<b>\$8,608.01</b>	<b>\$8,608.01</b>	<b>\$39,519.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$6,383.49)</b>	<b>(\$6,383.49)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$6,383.49)</b>	<b>(\$6,383.49)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
Beginning Fund Balance		34,795.30	34,795.30	0.00	0.00%
Net Change in Fund Balance		(6,383.49)	(6,383.49)	0.00	0.00%
Ending Fund Balance		28,411.81	28,411.81	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	151,753.00	0.00%
4952	Interest Income	2,419.68	2,419.68	1,500.00	161.31%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	<b>Revenue</b>	<b>\$2,419.68</b>	<b>\$2,419.68</b>	<b>\$153,853.00</b>	
	<b>Gross Profit</b>	<b>\$2,419.68</b>	<b>\$2,419.68</b>	<b>\$153,853.00</b>	
<b>Expenses</b>					
6313	Administrative Costs	32.20	32.20	250.00	12.88%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6101	City Administrator	273.74	273.74	2,000.00	13.69%
6251	Economic Development Loan	0.00	0.00	20,000.00	0.00%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	2,639.45	2,639.45	1,327.00	198.90%
6795	Reserve for Contingencies	0.00	0.00	129,226.00	0.00%
	<b>Expenses</b>	<b>\$2,945.39</b>	<b>\$2,945.39</b>	<b>\$153,853.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$525.71)</b>	<b>(\$525.71)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$525.71)</b>	<b>(\$525.71)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	151,825.83	151,825.83	0.00	0.00%
	Net Change in Fund Balance	(525.71)	(525.71)	0.00	0.00%
	Ending Fund Balance	151,300.12	151,300.12	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
.4952	Interest Income	565.09	565.09	200.00	282.55%
4921	Municipal Court Equip Assmt	628.00	628.00	900.00	69.78%
4980	Transfer In - Gen Fund	0.00	0.00	10,831.00	0.00%
4982	Transfer In - Sewer Fund	0.00	0.00	12,000.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	12,000.00	0.00%
	<b>Revenue</b>	<b>\$1,193.09</b>	<b>\$1,193.09</b>	<b>\$35,931.00</b>	
	<b>Gross Profit</b>	<b>\$1,193.09</b>	<b>\$1,193.09</b>	<b>\$35,931.00</b>	
<b>Expenses</b>					
6403	Copy/Postal/Computing	3,873.65	3,873.65	3,500.00	110.68%
6414	Software	3,689.84	3,689.84	4,500.00	82.00%
6408	Support Services	40,401.65	40,401.65	27,931.00	144.65%
	<b>Expenses</b>	<b>\$47,965.14</b>	<b>\$47,965.14</b>	<b>\$35,931.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$46,772.05)</b>	<b>(\$46,772.05)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$46,772.05)</b>	<b>(\$46,772.05)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	(2,723.52)	(2,723.52)	0.00	0.00%
	Net Change in Fund Balance	(46,772.05)	(46,772.05)	0.00	0.00%
	Ending Fund Balance	(49,495.57)	(49,495.57)	0.00	0.00%

## Public Works Reserve Fund

### Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	13,217.00	0.00%
4952	Interest Income	209.84	209.84	125.00	167.87%
	<b>Revenue</b>	<b>\$209.84</b>	<b>\$209.84</b>	<b>\$13,342.00</b>	
	<b>Gross Profit</b>	<b>\$209.84</b>	<b>\$209.84</b>	<b>\$13,342.00</b>	
<b>Expenses</b>					
6415	Lab/Office	11,186.66	11,186.66	13,342.00	83.85%
	<b>Expenses</b>	<b>\$11,186.66</b>	<b>\$11,186.66</b>	<b>\$13,342.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$10,976.82)</b>	<b>(\$10,976.82)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$10,976.82)</b>	<b>(\$10,976.82)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	13,225.48	13,225.48	0.00	0.00%
	Net Change in Fund Balance	(10,976.82)	(10,976.82)	0.00	0.00%
	Ending Fund Balance	2,248.66	2,248.66	0.00	0.00%

*Report Options*

Fund: Public Works Reserve Fund

Period: 7/1/2022 to 6/30/2023

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 Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	455,249.00	0.00%
4952	Interest Income	7,241.03	7,241.03	2,000.00	362.05%
4792	System Development Charges	6,933.00	6,933.00	3,160.00	219.40%
	<b>Revenue</b>	<b>\$14,174.03</b>	<b>\$14,174.03</b>	<b>\$460,409.00</b>	
	<b>Gross Profit</b>	<b>\$14,174.03</b>	<b>\$14,174.03</b>	<b>\$460,409.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	60,409.00	0.00%
6741	System Improvements	0.00	0.00	400,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$460,409.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$14,174.03</b>	<b>\$14,174.03</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$14,174.03</b>	<b>\$14,174.03</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	455,530.04	455,530.04	0.00	0.00%
	Net Change in Fund Balance	14,174.03	14,174.03	0.00	0.00%
	Ending Fund Balance	469,704.07	469,704.07	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	1,724.00	0.00%
4952	Interest Income	105.93	105.93	10.00	1,059.30%
4984	Transfer in - Parks	0.00	0.00	5,000.00	0.00%
	<b>Revenue</b>	<b>\$105.93</b>	<b>\$105.93</b>	<b>\$6,734.00</b>	
	<b>Gross Profit</b>	<b>\$105.93</b>	<b>\$105.93</b>	<b>\$6,734.00</b>	
<b>Expenses</b>					
6420	Beulah Park Improvements	0.00	0.00	1,250.00	0.00%
6402	Equipment Replacement	248.00	248.00	1,024.00	24.22%
6795	Reserve for Contingencies	0.00	0.00	4,460.00	0.00%
	<b>Expenses</b>	<b>\$248.00</b>	<b>\$248.00</b>	<b>\$6,734.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$142.07)</b>	<b>(\$142.07)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$142.07)</b>	<b>(\$142.07)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	1,746.31	1,746.31	0.00	0.00%
	Net Change in Fund Balance	(142.07)	(142.07)	0.00	0.00%
	Ending Fund Balance	1,604.24	1,604.24	0.00	0.00%

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

		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022	Jul 2022	Jul 2022	Jun 2023
		Jun 2023	Jun 2023	Jun 2023	Percent of
Account Number		Actual	Actual		Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	112,705.00	0.00%
4952	Interest Income	2,302.47	2,302.47	75.00	3,069.96%
4792	System Development Charges	3,688.00	3,688.00	33,620.00	10.97%
	<b>Revenue</b>	<b>\$5,990.47</b>	<b>\$5,990.47</b>	<b>\$146,400.00</b>	
	<b>Gross Profit</b>	<b>\$5,990.47</b>	<b>\$5,990.47</b>	<b>\$146,400.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	46,400.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$146,400.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$5,990.47</b>	<b>\$5,990.47</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$5,990.47</b>	<b>\$5,990.47</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	112,754.37	112,754.37	0.00	0.00%
	Net Change in Fund Balance	5,990.47	5,990.47	0.00	0.00%
	Ending Fund Balance	118,744.84	118,744.84	0.00	0.00%



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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	16,759.00	0.00%
4952	Interest Income	728.31	728.31	50.00	1,456.62%
4983	Transfer in -Police Reserve	0.00	0.00	25,000.00	0.00%
4926	Vehicle Replacement Assmt	3,130.00	3,130.00	4,500.00	69.56%
	<b>Revenue</b>	<b>\$3,858.31</b>	<b>\$3,858.31</b>	<b>\$46,309.00</b>	
	<b>Gross Profit</b>	<b>\$3,858.31</b>	<b>\$3,858.31</b>	<b>\$46,309.00</b>	
<b>Expenses</b>					
6597	Reserve SIB for Capital	0.00	0.00	45,809.00	0.00%
6419	Vehicle Equipment	0.00	0.00	500.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,309.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$3,858.31</b>	<b>\$3,858.31</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$3,858.31</b>	<b>\$3,858.31</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	16,786.98	16,786.98	0.00	0.00%
	Net Change in Fund Balance	3,858.31	3,858.31	0.00	0.00%
	Ending Fund Balance	20,645.29	20,645.29	0.00	0.00%

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

Account Number		Current Period Jul 2022 Jun 2023 Actual	Year-To-Date Jul 2022 Jun 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	15,224.00	0.00%
4952	Interest Income	240.63	240.63	75.00	320.84%
	<b>Revenue</b>	<b>\$240.63</b>	<b>\$240.63</b>	<b>\$15,299.00</b>	
	<b>Gross Profit</b>	<b>\$240.63</b>	<b>\$240.63</b>	<b>\$15,299.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	15,299.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,299.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$240.63</b>	<b>\$240.63</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$240.63</b>	<b>\$240.63</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	15,231.52	15,231.52	0.00	0.00%
	Net Change in Fund Balance	240.63	240.63	0.00	0.00%
	Ending Fund Balance	15,472.15	15,472.15	0.00	0.00%



# City of Yamhill

A small taste of Oregon

## CITY OF YAMHILL, CITY COUNCIL MEETING Wednesday, May 10, 2023, 7 pm MINUTES

### REGULAR MEETING

#### 1. CALL TO ORDER:

##### Roll Call

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

Virtual: Councilor, Shea Corrigan

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator; Jason

Wofford, Public Works Manager; Ross Schultz, Interim City Administrator/Budget Officer

All right. City council meeting to order on Wednesday, May 10, 2023, At 7pm for the City of Yamhill.  
May I get a roll call please.

Tim Askey 1:32

Askey, here.

Kay Echuari 1:34

Echuari, here.

Marci Hedin 1:35

Hedin, here.

Shea Corrigan 1:37

Corrigan, here

#### 2. FLAG SALUTE:

Yvette Potter 1:38

Please stand for the flag salute. (Flag salute)

#### 3. PUBLIC COMMENT:

All right let's open up for public comment. Do we have anybody here for public comment?

Patty Pairan 2:19

Patty Pairan, 215 North Maple Street. I just have a quick question. And I know that everybody up here at City Hall is busy. But I've sent two different emails, one of which I wanted to be at the water meeting, which generally, you'd have the chance to anyway, but I wanted to be put on the agenda. I sent my email on the 21st and the meeting was on the 25th. And then, the second email that I sent was on - this was April. The second email I sent was on April 24. Requesting just a ballpark idea of when the audio would be posted from the April 12 meeting, and I have not received a response to either one of them.

Yvette Potter 3:17

Okay, thank you very much. Any anything else? [No] Anybody else for public comment? Anybody online for public comments, please raise your hands and unmute yourself. At this time, seeing no raised hands and no unmuting, we will continue. And we will go ahead close the public comment and move on to agenda updates or additions from the administrator

#### **4. AGENDA UPDATES OR ADDITIONS:**

Ross Schultz 4:01

Yes, your honor, I've got a couple of changes for you. We're moving the email from Jadeon Maxfield from information in your packet and moving it to new business item D to be discussed by counsel.

In your informational section and have a note from Terrence Mahr letting you know of his decision to retire.

With your permission. I would like to add new business item C which is an approval in APA between Lori Coukoulis and City of Yamhill for her services as a new municipal court judge. You have a copy of the contract on your table in the folders that I provided for you at the beginning of the meeting.

I'd also like to add Item D, under New Business, it is a request for a special event permit from Jay Disbrow, representing McMinnville Amateur Radio Club they'd like to spend a couple of evenings in our park, we can discuss that at that time.

Also on your desk is email string from Mary, Comarata, letting council know that the work to raise the gas station will not start until June 5, due some timing issues with PGE. The information has been posted to our website.

So, those are my requested changes to the agenda.

#### **5. CONSENT AGENDA:**

##### **A. FINANCIAL STATEMENT TO CURRENT**

##### **B. APPROVAL OF COUNCIL MINUTES, REGULAR SESSION- APRIL 12,2023**

Yvette Potter 5:44

Thank you, sir. So, the consent agenda, is there any questions or anything that you would like to be pulled out for discussion later?

Kay Echauri 5:52

I make a motion to approve the Consent Agenda.

Marci Hedin 6:01

Hedin, Second.

Tim Askey 6:01

Askey, Aye

Kay Echauri 6:02

Echauri, Aye

Yvette Potter 6:03

Potter, Aye

Marci Hedin 6:03  
Hedin, Aye

Shea Corrigan 6:03  
Corrigan, Aye.

ROLL CALL: Motion introduced by Kay Echauri and seconded by Marci Hedin  
Ayes: Askey, Echauri, Potter, Hedin, Corrigan  
Nays: None

The motion carried

## **6. PRESENTATIONS AND PUBLIC HEARINGS:**

### **A. PUBLIC HEARING FOR THE 2023-24 BUDGET**

Yvette Potter 6:14  
Presentations and public hearings. We have a public hearing this evening for the 2023/24 Budget, as approved by the Budget Committee on April 27, 2023. And I'll turn it over to our Budget Officer for the public hearing.

Ross Schultz 6:27  
At this point, and with the LB1 which is required has been posted appropriately with appropriate time. The document is generally viewed by the budget committee and approved. So, at this point, I guess I'm open to any questions because all I need is for you to open the public hearing, hear your comments, and at that point, close the public hearing. There is no requirement for action, it's just the hearing.

Yvette Potter 7:11  
At this time, we'll open public hearing for public comment. And we'll go ahead we'll start with the anybody with concerns or nays for the budget and then we'll go into people that are pro. Is there anybody that has any concerns or nays for other budget as it stands?

Patty Pairan 7:33  
I have a question: Did something changed from the time that it was originally posted online? Let back up here a minute... I originally posted it there is a column on the right-hand side, where all of the meetings and all that kind of, so I printed it from there. But then somebody asked me to print it for them. So, I went to, if you scroll down where the announcements and that kind of thing are, and printed it from there. And there is a considerable difference in the amount of pages that you document. So, which one would be correct?

Yvette Potter 8:17  
Which one is this one that you are considering?

Patty Pairan 8:22  
That one, I believe is from the smaller one? Okay, this is the one that was posted in the newspaper for public review. The other one in this outline is summary of the...

Ross Schultz 8:43  
I think is what you saw as the original posting was for the proposed budget. Okay. And the one with the largest number is the one that the budget committee reviewed and approved. So, you're probably comparing the proposed to the conclusion.

Patty Pairan 9:00  
That's all I needed to know.

Rocky Losli 9:06

I'd like to like to validate the number just to make sure that I have it straight. And the number that I have, which is which as I understand it should be the final total number for the budget, which is \$6,380,585. Is that correct?

Yvette Potter 9:26

That's the number I have.

Rocky Losli 9:28

Okay, so I do have a question relative to it. And so, this would be my understanding this would be the third budget proposal and the one that has been approved?

Ross Schultz 9:43

Your Honor if I may. [Please]

Rocky Losli 9:45

So, from the very beginning as...

Ross Schultz 9:47

In answer to your question: At the beginning of the process, when we met as the budget committee, there is one set of numbers because that is the *proposed budget* that staff brought forward to the budget committee. And now the new numbers that you're seeing on the LB1 form, as advertised in the newspaper, is *just after the budget committee reviewed the number of staff brought forward and then accrued them*.

Rocky Losli 10:17

Okay, I would like to try to reach this point: from the first initial proposed budget to the final one...

Ross Schultz 10:26

If I may, there was only one *proposed budget* and now there is an *approved*.

Rocky Losli 10:32

Right. Okay. Well, numbers changed.

Ross Schultz 10:34

Yes, it has.

Rocky Losli 10:35

Yeah. And so, what I'd like to try to get the answer to is the difference between what it is now and \$318,000 and some change less.

Ross Schultz 10:49

That was about six hours' worth of budget committee conversation and recommendation. And the Budget Committee Chairman's here, but I think detailing all of those went through almost 40 pages of notes, so I don't think we'll cover it. If you would, like, further detail of it, I suppose I can provide that.

Rocky Losli 11:15

Nice. Well, my perspective, I'm looking at what I believe is a revenue difference of 318K plus.

Ross Schultz 11:28

There's also a corresponding difference for expenditure 318K plus.

Rocky Losli 11:40

All of my numbers, and my mind trying to grasp the whole game came out with the document. Okay. And so, I would like to make a statement about the budget. And the fact that that our budget officer, which is Ross Schultz, and he made a statement that impressed me greatly, which was: the budget numbers are, they are estimates. And they have to be estimates, because we don't know for certain that all of the revenue is going to appear. But based on that, the premise that was presented, I appreciated greatly was the fact that that a conservative budget is a good budget to work with, because there will be few with any disappointments. And I really do appreciate that. I from a budgeting perspective, I think that is an age, a proper tack to take. And, and I hope that the final budget, in fact, looks exactly like that statement. I hope it does.

In attempting to identify some expenditures, and just for example, and I won't be too terribly definitive about this, but for the sake of definition, when monies are set aside, just as an example, in the water fund, we know that that certain expenditures are set aside for capital, capital expenditure. But if it's not detailed than someone like me, with other people looking at the budget, they wouldn't know what those monies were intended to perform. So as a suggestion, if that is very specifically identified, and I believe it has to be in the budget, because we, you know, if we're going to talk about it and assign dollars to projects, there is an amount of money that's going to be assigned. But the project itself, I believe, needs to be specifically stated so that it's not just well to improve the water system. It's this piece or part of the water system. And that kind of definition, I think it's very helpful.

I couldn't let this opportunity go by without and I know that some of you might not be pleased at the subject matter, but it has everything to do with the budget and it is the SDC fees and I have said that I am requesting, I am encouraging, I am hoping, that our city council would declare an emergency and make those changes happen. happen right away. Because if we don't get money and increase in SDC fees from the 57-lot residential subdivision. Between that and the 62-lot subdivision, we're missing an opportunity to receive over a million dollars. And we all know that money just doesn't grow on trees. So, I am once again, I am requesting, I am encouraging counsel, please move as quickly as you can, as quickly as you can. There is a great deal of difference between a total of \$17,191 and potential that can be justified. And I have an understanding of how SDC fees are established, and how you go about changing. We've got a tremendous amount of expenditure in capital improvement ahead of us. And we need all the help that we can get an SDC's will help a lot. So, the difference between \$17,191 and \$30,187 would just be marvelous to help us because folks, we know that we have about \$40 million of capital improvement that is necessary for the very important and essential service, water, sewer, streets, storm, all of those areas. We need it. Please, please be about our business. Thank you.

Yvette Potter 17:25

Thank you, Mr. Losli. Anybody out there for public comment for the hearing. Public hearing comments. No.

Jay Disbrow 17:37

Mr. Losli talked about the SDC fees. I've had some discussions with some other folks and we thought of providing a provision in there reduce their fees to encourage low-income housing development. And of the governor's put out some goals and money that could probably be greatly assist the development of rural, low-income housing. So, when the city looked at that you're saying maybe try to put a double provision in there to accommodate low-income housing. We definitely need a lot in the community. Thank you.

Yvette Potter 18:28

Thank you, Mr. Disbrow. Any other comments for the budget? Any other questions? Is there anybody online that has any questions or comments for the public hearing budget? Seeing none, we'll go ahead and close the public hearing. And is there anything additional that you would like to...

Ross Schultz 19:07

Just close the public hearing on the 2023/24 budget as approved by the budget committee.

Yvette Potter 19:15

Let's close the public hearing for the 2023/24 budget as approved by the Budget Committee on April 27, 2023, and the public hearing is closed.

## **B. PUBLIC HEARING ON NOTICE OF STATE REVENUE SHARING POSSIBLE USE**

We open the public hearing on notice and state revenue sharing possible use and the budget officer will share that information with them.

Ross Schultz 19:37

This is a public hearing. Anybody that would have comment on us accepting state revenue given funds. They are a piece of our budget here are not specifically allocated to one procurement or another. But the issue is do we want to receive state revenue sharing funds or not.

Yvette Potter 20:09

Is there anybody...as we're opening the public hearing for public comment on that...Is there anybody that would like to speak on their thoughts on the revenue sharing possible use?

Please, Mr. Losli.

Rocky Losli 20:24

Couple questions. Oh, yes. The amount of \$15,000.

Ross Schultz 20:28

It's whatever it says in the budget. I don't know the exact amount. Yes. It is \$15,000.

Rocky Losli 20:42

Okay. The next question would be what did we use the \$15,000 for last year? In the process of what we're doing right now.

Ross Schultz 20:52

As I explained earlier, there is no tie directly to \$1 for this or for that. It goes in the general fund allocated to all the expenditures that go from the general fund, so I can't, I can't detail where the \$15,000 went.

Rocky Losli 21:13

General Fund was enriched a little bit.

Ross Schultz 21:15

Yes, yes.

Mike Wofford 21:16

This is Mike Wofford. Are there any strings attached at all? With the dollars from the state?

Ross Schultz 21:24

Not that I know of.

Yvette Potter 21:40

Anything else? Any other comment? Mr. Losli.

Rocky Losli 21:46

The state of the economy and financial circumstances are, are becoming difficult. And I, once again, I would like to encourage city council to give great consideration to the point of, of accomplishing in the fiscal period of this budget that we're speaking of do those things, but also at the same time, if we can

City Council

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have a very handsome amount of carryover, so that the next fiscal period can be off to a good start. I'm just very concerned about the availability of funds and revenues that may or may not come in. So the carry over. I would hope that that would be one of the challenges, and one of the goals that counselors would look at and try to make that a priority.

Yvette Potter 23:05

Thank you very much. Any other comments? Statements? Budget?...

All right, we'll go ahead and close the public hearing on notice of state revenue sharing, possible use, and move on. And next agenda. Unfinished Business, Cedar street storm rehab project.

## **2. UNFINISHED BUSINESS**

### **A. CEDAR STREET STORM/REHAB PROJECT**

Jason Wofford 23:26

You'll see what I did, I'm going to send you the scope of that cross there.

Ross Schultz 23:36

If I may before you go. First off, this project was one that was an opportunity that we took advantage of. I asked the mayor to use her signature authority to sign this without council seeing it first. It was Lawson construction, and they were mobilized in the area we saved-- I don't know, you probably know better than I do-- \$10,000 to \$15,000 in mobilization costs, to have them come in, again, and construct it immediately while their equipment was there to work on the new homes. With that, preamble, this is not, I don't think you need to make a motion on this. But this is something that we wanted to make sure you had the chance to see. And I guess if we've got comments, we are certainly here to answer them. So, with that, I'll turn it over to Jason.

Jason Wofford

Thank you, Ross, like I was saying, this is just more or less the scope of this project we have going on, which is going to give some reprieve to South Cedar Street. Some of you may know and those who don't. It's been a pretty heavy flooding zone in the last several years. So they're dealing with-- like Ross was saying-- we utilized the mobilization of Lawson Corp. to finish this project based on lifting the strain on those individuals living off of South Cedar.

Ross Schultz 25:22

By the way it was part of our CIP.

Jason Wofford

This was part of the CIP and, also, 80% of SDC funds. So, big plus. You see your SDC dollars and fees going service that gives back to the community.

Kay Echaury 25:43

When does your project start?

Jason Wofford

About 3 ½ weeks from now.

Kay Echaury

Are we... are you going to notify the people who live there?

Jason Wofford 25:54

Yes. My hopes are that we can generate this on our website and just go to work.

Kay Echaury 26:04

Because I'm just thinking that people live across... I live there, and I don't need to be notified, but I'm wondering if you could do a notice on the door.

Jason Wofford 26:16

Definitely, it's standard practice. Along with this project we're also getting a halfway re-pavement so that's kind of a bonus to the project.

Yvette Potter 26:36

Night work, will they really be working at night? [No] So we won't need to worry about people being affected in the evening.

Jason Wofford 26:50

Just so you know this project ties into our storm system off of East Third.

Yvette Potter 27:17

All right, any other unfinished business? All right. So, we will move on to new business. Request to enter into a lease for sewer vac equipment.

## **8. NEW BUSINESS**

### **A. REQUEST TO ENTER INTO A LEASE FOR SEWER VAC EQUIPMENT**

Ross Schultz 27:30

If I may, jump in here before we go. This is a really good project I've been talking to Jason about. Right now, he pays about \$10,000 a year for sewer vac. Is it a year or month? [It's a year]. But \$10,000 a year to have somebody come in and do our sewer back work for us for about \$15,000 a year, right this second, we could buy our own sewer vac and have it available for use anytime you need it for emergencies, we don't have to depend on somebody else to come in and take care of the sewers, plus other benefits and other uses that public works can use it for. He's got a quote right now, which I think, did you get it in the document?

Jason Wofford 27:43

No I didn't but it's \$80,667

Ross Schultz 28:36

Which is a little steep. Right now, that's pencils out at about \$17-18,000 a year instead of \$15,000 that I'm shooting for. Jason's working right now with a couple other options that may reduce that price. And, if we do need to buy, one way to reduce the amount of money we have to pay would be to borrow from ourselves. We have about \$4 million sitting in the bank right now, which certainly could finance this on a five-year payout. Which would be great. So, this project is not completely developed. I chose to leave it on the agenda today so that we can talk to you about what it is we're taking. So, when we come back to your opinion, you got a basis of what it is your looking for. Anything you'd like to add Jason?

Jason Wofford 29:34

And just kind of jump on it... we were saying I think the big key here is where there's availability. So, in this game that we're calling in on subcontractors and what we're dealing with is scheduling conflicts and it is ongoing and it's growing We're kind of handcuffed at this point in time. We only have one backup service within the county that has an emergency response. So, This would un-handcuff us giving us availability in the city to sever that tie, and to start working in-house, and saving money. I mean, one thing he didn't look at, and I did these myself, is what's what's the labor costs there, we're just looking at just the general machine being on site, we're not also looking at the labor cost, and I kind of kicked it to the side there. I think it's, it's healthy for the city to start looking inward or doing away with exporting

contracting, you know, as much as we can do in-house, long term, it's gonna save us a lot of money in return and have that response time.

Yvette Potter 30:44

Do other cities have sewer vac equipment or use it?

Jason Wofford 30:48

This is a conversation with Ross I know, talking to this, which is Carlton's right now in the motion of trying to purchase one so what I was telling Ross is I might reach out to Carlton and see if they want to partner with us if that's the way to take way more expenditure and we just want to look at it independently but the answer your question mostly all cities have their own.

Unknown Speaker 31:14

Is there a possibility that we could lease that out, to other cities that may need it?

Ross Schultz 31:30

That starts bringing its own set of complications, you know, something shared between us and Carlton can be awesome because it's local, you know each other; but, if you lease it out to Willamina or someplace else, you end up with other issues.

Jason Wofford 31:48

Just a little piece to that. So, in the last two years, I've been training staff on those backer trailers we've been bringing them in and utilizing them around town on smaller projects so that they can just get more hands-on experience. So, we'll be rolling into that with these guys already being developed with the machines.

Yvette Potter 32:25

Officer Miller

Adam Miller 32:26

Instead of leasing it could it be contracted out with one of our guys on?

Ross Schultz 32:31

Well, that's what we're talking about that just sets its own set of crimes is all. Somebody could look at it, but they've got to be paying somebody go out and then how do you justify that person's wages not working for the City? I don't know. That's not the preferred way.

Jay Disbrow 32:57

You say a sewer vac? Is it capable of potholing? [Yes]

Yvette Potter 33:11

Councilor Corrigan. Do you have any questions?

Shea Corrigan 33:26

I don't have any questions.

Mike Wofford 33:30

I just had a question beyond the cost of the machine and the maintenance of the machine. We have to get any permits for docking [No.] So, utilize your own men.

Yvette Potter 33:41

For those taking notes that helps to when you if you announce your name. Okay, no questions from the council. Do you need any decisions on this or is it just information for us to be aware of?

Ross Schultz 34:05

I'm sorry, not a decision at this time. I don't think our paper looks ready yet. Hopefully next month.

Yvette Potter 34:11

We'll be looking for it, that's for sure.

## **B. LETTER IN SUPPORT OF GRANT REQUEST FOR JADEON ROBERTS-MAXFIELD**

All right. Next, new business, a letter in support of grant request from Jadeon Roberts-Maxfield. I did respond to this email on Friday. And I did offer to submit a support letter for their grant opportunity. And they got back to me on Sunday night or Monday morning and said that the grant closes, they would have to have it in by the end of the day on Monday. And so, they didn't get anything from us at that point. But I did let them know we were interested in supporting their efforts in return opportunity. And if in the future, they can give us a little heads up, but at the same time, that was short timing, that isn't without any questions can counsel on this. The email response included, the council reports, and new businesses, reports, their efforts in developing new businesses and their places, diamonds in the rough grant application for restoring the building facade and the original historical design of the building in town. Yes, we support that. And so, they said that in the email response. If they were smart, they would have printed that and used it. That's possible.

Is there anything else we need to be aware about? [No] Let's See, judge.

## **C. INTERGOVERNMENTAL AGREEMENT FOR MUNICIPAL COURT JUDGE**

Ross Schultz 36:17

You should have in your folder. I made you guys a copy of the agreement between the judge and the city. [She has signed] I don't have a signature. [I have a signed copy.] So, with your approval, I guess I'll affix the signature or do, or do you have the mayor sign? I don't know your processor here.

Yvette Potter 37:01

Any questions from Council on the contract itself for the judge?

Tim Askey 37:05

Is the cost similar to previous ones?

Yvette Potter 37:16

Now, let's look at the previous judge. [It's the same] it's the same.

Kay Echaury

I made the motion to approve the Inter-governmental Agreement for Municipal Court Judge, Lori's Coukoulis.. between City of Yamhill and Municipal Court Judge Lori Coukoulis and offer to extend.

Marci Hedin 37:41

Hedin, Second

Yvette Potter 37:44

May I get a vote.

Tim Askey 37:49

Askey, Aye

Kay Echaury 37:49

Echaury, Aye.

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Yvette Potter 37:49  
Potter, Aye

Marci Hedin 37:50  
Hedin, Aye

Shea Corrigan 37:52  
Corrigan, Aye.

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin  
Ayes: Askey, Echaury, Potter, Hedin, Corrigan  
Nays: None

The motion carried

And "D", parks facility reservation request.

**D. PARKS FACILITY RESERVATION REQUEST, MCMINNVILLE AMATUER  
RADIO CLUB**

Ross Schultz 38:00  
So, we just received this I think today or yesterday, fairly short notice. It's for the McMinnville...

Yvette Potter 38:12  
Amateur Radio Club.

Ross Schultz 38:13  
Yeah, Amateur Radio Club and they want to come and spend a couple of nights in our park, I guess, and have a festival of amateur radios. Staff took a look at this. And right now, our thoughts are one we want all the proper paperwork filled out and not certainly that we have a chance to go through it 100%. You'd like them to carry liabilities riders holding that city harmless if something goes haywire. And three, you'd like to know everybody's name that spending the evening in our park.

Kay Echaury 38:54  
Yeah, so it's like 9am to 4pm both days correct Jay?

Jay Disbrow 38:57  
Yeah. It's an annual event held by American Radio Relay League, which international in the industry of about 40,000 participating in they just got a call this afternoon for the permit. We are insured through ARRL insurance. It's going to be hard to give you the names of people who anticipate staying overnight at that time. And that's kind of a new requirement. Because when people stay overnight at Derby days, I don't think there's ever a mustard list made up.

Ross Schultz 39:40  
We can. e've got a new set of rules that go and I'm not certainly of correct word anymore... homeless people stay all day. And so, even if we could get that the people that stayed overnight in the beginning, I'm sorry...

Jay Disbrow 40:04  
Okay, well, I do have that I do have it in draft. Okay, and we'll get to you as soon as we get our insurance writer and stuff like that together.

Yvette Potter 40:16

Does the staff have any questions or concerns about conflicts, anything like that with anything safety, the use of the park and repair of the park afterwards. And...

Jason Wofford 40:28

What I expressed was, you know, just to keep the park intact, remove all debris, and remove any signage, so on so forth.

Yvette Potter 40:40

And I've noticed a waiver for parking... for parking on the grass is that?

Jay Disbrow 40:45

That was in the follow up email. The only vehicle that will park on the grass would be a converted camp-trailer. It's used for emergency communications. And we use that as the filter, which is a get on the air traders, non-ham to public to come in and make contact under supervision of a licensed family. It's just a very small little trailer. Much, much smaller than the normal unit. You find her in Derby Days or any other campers that we would have with the outside the fence. R

RV's will be outside the fence.

Yvette Potter 41:31

This is a public event. Can the public enter the event?

Jay Disbrow

The public is encouraged to attend. You, the Mayor, or the Councilors are encouraged to attend as well. [That's interesting.] We, the club, gets points for an elected official to come in so. [Well, that's good.] And this is the first time since COVID that we've been able to get together as a club publicly.

Yvette Potter

Very nice.

Greg Graven 42:04

Greg from Yamhill PD. We collaborated. Ross and I talked about that and what can be done from a security standpoint.

Jay Disbrow 42:18

We have requested the Yamhill County Sheriff's office Volunteer Response Unit to provide security Friday night because we won't be doing any ham operation. Saturday night it will be all hams will be overnight so they will be participating. At that point, it is not really a sleepover. It's an operational period.

Kay Echaury 42:48

It'll be the full weekend?

Jay Disbrow 42:50

Yes, we start Friday morning. We're going to perform the set up from 11 o'clock Friday morning till 11 o'clock Saturday morning. At which time the operational test starts till 11 o'clock the next morning. So, the contest is a 24-hour contest and then after that so on Sunday then then we do our decommissioning and cleaning up.

Yvette Potter 43:21

You have a safety officer assigned?

Jay Disbrow 43:24

Yes, we're required to have a safety officer.

Yvette Potter  
Daily coordinating with the Chief?

Jay Disbrow  
If the Chief wants us to coordinate.

Greg Graven 43:34  
Being that it's in Yamhill, yes.

Yvette Potter 43:40  
Any questions from Council? Any concerns from counsel? All right. We will wait for the additional information the insurance that the City Administrator requested, and we can...

Ross Schultz 43:57  
If I may, If you could make a motion to approve their application with the caveat of filling up the appropriate paperwork, a liability writer naming the city, submitting the names and prior or post with the attendees on those evenings, and being mindful of damage. If that's okay, then motion that would allow me to sign to that or Chief Graven would be fine.

Marci Hedin 44:50  
Motion to allow. (With the above-mentioned caveats)

Unknown Speaker 45:07  
Seconded.

Tim Askey 44:50  
Askey, Aye

Kay Echaury 44:50  
Echaury, Aye

Yvette Potter 45:08  
Potter, Aye

Marci Hedin 45:09  
Hedin, Aye

Shea Corrigan 45:10  
Corrigan, Aye.

ROLL CALL: Motion introduced by Marci Hedin and seconded by another Councilor  
Ayes: Askey, Echaury, Potter, Hedin, Corrigan  
Nays: None

The motion carried

Ross Schultz 45:13  
Did you get everything on that motion?

Ross Schultz 45:19  
Did you get the motion?

Angela Fowler 45:23

Yeah, proper paperwork, liability insurance, prior or post list of attendee's names, and be mindful of damage.

Ross Schultz 45:30

Good. Thanks.

Yvette Potter 45:32

I trust that Jay will take great care of our park.

"E" DEQ and PGE this is also good news. At the property next door.

Ross Schultz 45:54

Yes, actually, that's not an action item. It was put under information and announcements.

## **9. DEPARTMENT REPORTS**

### **A. ADMINISTRATION**

Yvette Potter 46:09

Okay. All right. Move to Department reports. And we'll start with the Administration, Mr. Ross Schultz.

Ross Schultz 46:18

I really don't have anything, Greg is here on a day-to-day basis, make sure things run well, so I'm gonna just turn it right over to him.

Greg Graven 46:35

From one end to the other. As we see Angela Fowler over there, she's being diligent, with learning the processes and so forth. And she's picking it up much quicker than I did. I appreciate that. It's a process to be set up on the trainings that are going on. And looking at a lot of the folder documents of what requirements are and the legality and so forth. I just wanted to publicly appreciate her work and her dedication and willingness to step forward and volunteer seeing these looks on her face.

We have been, Kim and I, have been meeting with Caitlin Sticka, who is with "With Courage". And that we're working on a project to Paint the Town Pink, which will be in October for breast cancer awareness. We're looking at getting some signage, Chris Livingston, he's going to make a ribbon like we have out front with the pinwheel. And it'll be posted up there for the month of October. Wanting to talk also kind of set up but I purchased some lights, the LED lighting for my house, that change to a thousand different colors, patterns, you can talk to them or they talk back at you. I don't wanna go that far with these lights. But something that we can put up on the building that are kind of permanent fixture and are relatively inexpensive. Probably paid \$140 for set of lights, and you can do it remotely from your phone, you can change over 1000 different colors. Over the season seasons, we could have different colors, and then see how that works. See, if other businesses would like to jump in on that. And, knock on wood again, I've had mine for a couple years and really low maintenance. So, we're working on projects for Paint the Town Pink, so that's something that we've been working on.

Also, if you guys have seen the radar trailer, well, it's been two weeks sort of working. I've working on it, re did some of the wiring on it, and the new battery. And I think that thing in the sky has been helping a little bit, charging the batteries. it was a test program where it's been sitting, it's been self-sustaining and hopefully we can start moving at around town.

Today, I had a fun opportunity to apply for the ODOT grants or ODOT permits for the Derby Day Parade. So, I'm working through that process and getting out of all of our insurance and getting that process going for the Derby days parade route and rerouting traffic.



Also, I've been working on looking at getting tablets for councilors, because I'm looking at the amount of paper that we are for lack of a better word, wasting. As technology advances, we have to have security features on them. I found some that I thought were gold mines for like \$81 each and they have recovery,. IT said no, because they are fairly compromisable in here, and they would have to stay here. Their recommendation is \$498 a piece tablets, which is right now out the window. Still looking for something that would be more beneficial. But still working on that process. I don't have a solution, but I would like to get something.

Yvette Potter 51:14

How many are you anticipating needing?

Greg Graven 51:16

I would I was thinking seven. That way, the council has five that can be shared. We can have an extra one but not just for council meetings, or any other meeting so they can be universally used. It could be cheaper just to have seven and then share them amongst the council and the other committees for every agenda item. So, I don't have an answer yet. We're still working on it.

Yvette Potter 51:52

Last year in the lectures, by the way, we did set aside some funding for computer upgrades: electronics, website -funding to get our website updated- could that be taken out of that fund?

Greg Graven 52:08

It could be. I was gonna take some from the chemical fund, and then out of the ACER account; however, thats about 10 grand to get the process started. That's what I'm going to look into. I might have the same issue. I know, this isn't a new topic. I talked to school about that, to see if they might have any of theirs available. They're utilizing them now. So, I've got to check with the school superintendent and see what they have.

Ross Schultz 52:50

So timing, are you thinking the council would take them home? Or they can stay here?

Greg Graven 52:56

I don't know. Because that would be down the road discussion when I find something and to see sort of equitably.

Ross Schultz 53:04

I have some ideas on that depending on what you do...

Greg Graven

Okay, we can share that.

Greg Graven 53:11

Also, can you see that little monitor. I've been working on process and IT finally got that set up. I don't know what it's doing right now. They've been working on it throughout the day. So that computer is linked to and I'm either going to propose ,and it's kind of small via we're announcing, I propose that we just turned that big screen around to have it looking outside. So, I'm looking at that concept, but it worked pretty good today. So that's computer there'll be the catalyst. That will be doing their own announcements and notifications. Right at that location turning around the window and its big enough that everybody can see it from the sidewalks...

Ross Schultz 53:53

So instead of having those pieces of paper taped on your window?

Greg Graven 53:59

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Yes, I don't really like that concept. However, it's been a process. It will be on 24 hrs. a day, seven days a week. And the securities have to be on it, and I don't want any of our credentials on it. So that'll be the process, hopefully in the future for announcements. If that doesn't work, then I'll figure out what I can do with that where people get closer and where they look at it up front. In the front office. It's pretty tall in the window they're going to get covering as opposed to kind of peering over the computer hopefully we'll be able to utilize and that's where all the announcements and notifications and everything will be able to be kind of scrolling through.

## **B. POLICE DEPARTMENT**

Greg Graven 54:58

It seems with the Police there's nothing to report and it's going well. Nothing remarkable to report. Officer VanCleave has been down at the Academy taking leadership classes and doing well. I would have received a phone call if he wasn't so he must be doing well. Does anyone have any questions? Or anything you want to add?

Yvette Potter 55:36

All right, public works.

## **C. PUBLIC WORKS**

Jason Wofford 55:41

In the water plant in water, we've been doing some load bearing calculations on the filter media, that's going to be getting replaced on June 19th. Just to see if that load that persists, the thick part was one filter. Currently, we operate on two filters. So, there's going to be a lot of calculation and trial that in regards or as you can bring in, and then we can take out so far overseeing. As far as calculation, we can be offline for two days, two, possibly three, days. So that falls in our timeframe as far as removing one filter, putting one filter on so we should be good to go.

Also, regardless of that, begin working with the contractor and that's Delta services, trying to scope that work working with some subcontractors to build up the A plant to get back their trucks up top so we remove that filter media and the product coming in with cranes. So, a lot of small engineering and a little bit of physics involved in that whole process. Things seem to be turning really well. I'd like to see more of that load bearing with that two day buffer. So that about sums up water.

Off the sleeve we've got a project going on the distribution throughout town coming down Juniper, First coming off of Third. We did pressure testing. So far, Good. We've been flourinating lines, activating any services that are on that line. Bactine samples have come back really well. So, everything with that process is moving pretty fast. And they're just doing all offline services right now all offline structure so right now they've moved over to sewer and they're starting to go down East Third again. Did their tie ins yesterday.

We did run into a little snafu can be made and that's the road the road is sloughing off at a tremendous rate. So now we're going to be digging that road out. Roughly, 200 linear feet of that road is going to be dug out and textiled to a deeper depth with the geo-grid. In the best thing is were getting better road out of it. We're just waiting for the Geotech to come back with some ideas of what we can do. That's no verified, cost wise to the city, that's falling on developers in the city funding.

The budget, um, AJ pointed something out earlier. There is going to be pipe bursting going on for the sewer. It's our it's our main trunk line. It's roughly about 1000 linear feet that they're going to be bursting it's going to be going under highway 47 toward the lift station. They're going to be utilizing public works as a staging for that bursting it's going to be loud it's going to be abrupt. [what does that mean, bursting?] Instead of putting out, digging earth, to get to our current collection system that runs to our public works

loading which was brought up by lagoons what they do is they take HDPD pipe and they pull it through because as they're pulling it they're bursting the existing pipe. So, as they pull through it takes out all the pipe away and it just uses it basically for like an alley to get it where it needs to go, like alignment.

Kay Echaury 59:26

So new pipe burst through old pipe? [Yes]

Jason Wofford 59:50

Moving back, with the storm, there again as we detailed the civil work here that's all fun. You're tying but another piece to add to that project they found a bunch of tile which we were expecting on the VanDyke property. So now we're just looking at how we're going to tie into the laterals and burned in the train it from an engineering perspective and kind of agreeing with the city. we're all pretty step back but we didn't want anything tied into drainage or tile so we want to go through our main lines

Yvette Potter 1:00:24

It that their engineer or ours?

Jason Wofford 1:00:26

Ours. Ours and theirs, working together.

Sidewalks are one added part of this. I had APS generate some topographs off of their survey so that all of our sidewalks in the new subdivision, three lots which are going to match up. We're looking at trying to make this sidewalk more uniform all through Third Street. So, all in all things are good. Staff is picking things up pretty fast. Just dealing with a lot of kind of contracts right now getting kicked off for next year. Working with Parker concrete to come out and get a bid just on the highway 47 project that we kind of introduced during budget season seeing how fast we can switch them out.

Unknown Speaker 1:02:01

[Unintelligible conversation]

Jason Wofford 1:02:09

Along those terms. I laid out for council rapid reflective lighting for crosswalk so that's what this Traffic Safety Supply gave me what we're looking at \$11,211.86 to have safe, rapid-blinking crosswalk system. Now to be placed on highway 47 for through traffic heading East on 240 and West down on [unintelligible] You have to look at your intersection right here the in front of T&E or the real estate agent on the other side of the road.

Unknown Speaker 1:02:59

So that is all for stops? [yes] and what activates it?

Jason Wofford 1:03:04

So, it's in-motion..

Unknown Speaker 1:03:08

So, you step into the crosswalk and it turns on?

Yvette Potter 1:03:12

Can you kind of give us an idea of what that would look like?

Jason Wofford 1:03:20

Sort of two way stop before the intersection there you could have it 4 rapid blinking lights for crosswalk so when a pedestrian wants to cross, and it starts [unintelligible interruption] [in both directions.] In both directions. What I was most impressed by was the actual numbers exponentially larger really \$11,211.86 things

Ross Schultz 1:03:50  
So, this this time sensitive?

Jason Wofford 1:03:53  
No, it's not I mean what I was mainly focused on showing you guys the numbers. If this is something you want me to pursue, the next step is ODOT. But I'm a betting man and I would bet that they would agree to it.

Yvette Potter 1:04:14  
They don't have to pay for it, they just have to approve it.

Unknown Speaker 1:04:16  
I was I was looking to see what how where it would be mounted on both roads intersections are not visible parked cars when you're coming how far out and that's my concern we...

[Several people speaking at once]

Yvette Potter 1:04:37  
Say, there was one on the corner of T&E and somebody was coming from South 47 and a trucks parked at T&E would be technically be able to see that flashing.

Jason Wofford 1:05:08  
That that is... what we need to do to expand our yellow lines and move parking forward.

Greg Graven 1:05:16  
We've talked about that before.

Kay Echaui 1:05:17  
Since that yellow is suggested, can we change the color? Yeah, like yellow means suggestion. Right? We suggest you don't park there.

Greg Graven 1:05:34  
It's illegal to park in a yellow.

Kay Echaui 1:05:36  
It's illegal. Okay.

Patty Pairan 1:05:37  
Okay, can I ask the question? What's the color of the lights? What color would it be yellow or red?

Jason Wofford 1:05:53  
Yellow/Amber

Patty Pairan 1:05:53  
It that gonna make people stop though?

Jason Wofford 1:05:57  
Yeah. Well, I can't, I can't speak for ignorance. Right? So I had hoped that they would stop. If the saw them blinking , amber/yellow light flashing right at their face.

Yvette Potter 1:06:09  
Will there be signs ahead that will say pedestrian crossing?

Jason Wofford 1:06:13

Most likely, I think once we want to make this go through or push through, ODOT will start to regulate the signs. Which I don't think will be eternal by any means. I think they saw our efforts. I'm sure they would just jump on board and facilitate this along.

Yvette Potter 1:06:31

I'm really grateful in both for sharing and bringing you in.

Back to the administration, anything there before we ...

Ross Schultz 1:06:59

Nope. Committee reports are next.

## **10. COMMITTEE REPORTS**

### **A. PLANNING COMMISSION**

Yvette Potter 1:07:01

Committee reports, Ken Moore isn't here, is anyone here to represent Planning Commission? Mr. Corrigan, are you available?

Shea Corrigan 1:07:11

I absolutely am, did attend two seconds here. So, I attended their meeting for the planning commission, on the 13th of April, I was able to attend until 7:30. And then I had to leave unfortunately, I was not able to get onto the Zoom meeting. So, I only heard just the staff report. The staff report was geared towards the proposed gas station and convenience store, just across from City Hall there. And Walt had just gone through it with the commissioners' sort of the, the, the things that fit, the things that don't fit. I think there's still some, some work that needs to be done with the applicant in order to come into the standards as I understood it from Walt. And that was at about the point when I was not able to continue with the meeting.

Yvette Potter 1:08:15

So, the Planning Commission is still in discussions with the developer?

Shea Corrigan 1:08:21

I believe that to be the case. From what I understand the, the part of their proposal was to originally, they were going to have their building set back from Maple Street, like 80 feet or something that does not fit with the criteria for Yamhill, which is a zero-foot setback off of Highway 47. So, in their new proposal, they've simply rotated the building 90 degrees off, which by their current design would put a giant brick wall with no windows all along Maple Street, as well as a giant brick wall all along First Street, which according to Walt does not fit with the design standards for the central business overlay as all new buildings should look similar to those around it. And that's kind of where I had finished up. [Thank you] it seems that they have some more work to do to try to get approved.

Yvette Potter 1:09:30

All right. Have they got to the DEQ level yet?

Shea Corrigan 1:09:36

My understanding the DEQ would not step in until after planning had approved and requested council to approve, council would approve, and then DEQ would have something to look at. As it stands now, it's just an idea and a proposal. So DEQ would not yet get involved.

Yvette Potter 1:09:54

Great information. Thank you.

Patty Pairan 1:09:57

Can I add to what Shea just said, I was at that meeting, part of the discussion was the travel on safe travel lane that goes on either side of the pump, it's roughly 16 feet. And that was a concern. And then all the end pump that is on the main part. If the vehicle is in that end pump, you know, getting gas or whatever, there's only 10 feet, roughly erected, somebody could drive around that outside vehicle. So, there was a big long discussion with all of that. And so that's where they were going to continue. And then we're going to be getting the developer said she was going to be getting an engineer or something, too, show that it was feasible. Yeah. And so that's where it ended, basically, for the record.

Yvette Potter 1:11:02

That was Patty Pairan. [Oh, I'm sorry] and she provided an additional update. Thank you.

Greg Graven 1:11:07

I was there if you would like more?

Yvette Potter 1:11:11

Were you there too?

Greg Graven 1:11:19

I guess, whatever happened, I attended the meeting and the key point, takeaways were as one back to the developer, and the engineer points of egress and ingress make sure that there's plenty of room for the commercial motor vehicles going in some fuel tanks, fuel trucks going in and out, and they're doing that as well as the lighting. And so, they're going to get the specifications on the lighting, which are the light of these overhead canopy for the gas prices. So, they wouldn't be flashing lights, they would be a solid color, with whatever lumens are within standard, and they would only be changed once a day when gas prices change once a day Well, those are the key point takeaways is the building structure. aesthetically pleasing to the other buildings within town, there was conversation about the roof line not being flat. So, they conversation about that as well as the brick building, looking aesthetically pleasing with putting in some windows versus the brick That you can see on Maple Street. There's a walk- or drive-up window that they discussed and table that we get more information on as well. A lot of things went back to the developer, the engineer, as well as the field company themselves. There was conversation about how many employees would be there, parking for employees. bicycle parking as well, there's a lot that was tabled, but they will be bringing it back from that meeting. Hopefully you having some answers.

Unknown Speaker 1:13:10

A public hearing then? [Yes.]

Yvette Potter 1:13:26

Planning commission, Water Advisory Committee.

## **B. WATER ADVISORY COMMITTEE**

Brian Jensen 1:13:30

Brian Jensen, Chairman of Water Advisory. We did meet in April. The committee reviewed some rate studies that we're still waiting to get back from Tim Tice. We sent him with some questions we had and we're waiting for that return of that. The committee did make a recommendation to the budget committee for increasing budget amount.

Only other things going on with water advisories. So, we're going to need to change our meeting schedule. My new job doesn't allow me to be available at three in the afternoon anymore. So, we're looking at an evening meeting. We'd like to hold it on Tuesday if that's possible. But probably not every month, I talked with Jason (Wofford) and we're looking at maybe every other month, just because we're

waiting for a lot of stuff mostly. So that is our request to move that to a Tuesday evening to if there's no conflicts with the scheduled meetings.

Yvette Potter 1:14:53

Anything in 7 pm and Tuesday evenings every other month is what your proposing? Consulting every other...

Brian Jensen 1:15:01

Every other month, we will not meet this month because we haven't gotten anything else. So, unless Jason you have a reason we should meet? It will naturally be in June, and the last Tuesday of June.

Yvette Potter 1:15:27

Jason does that fit in to your schedule? So, the city has to provide two staff members of that meeting, correct? And that will be you and the recorder.

Jason Wofford 1:15:42

Wednesday or Friday will be a better fit for me as far as the evenings.

Brian Jensen 1:15:47

We could reach out to the committee and talk with them.

Yvette Potter 1:15:57

And then, last Wednesday or Friday of the month there's no other events?

And our recorder, we didn't have any conflicts with any of the dates? Any other type of Wednesday, Friday or, or Tuesday evening?

Ross Schultz 1:16:21

Pretty much any day.

Angie Fowler 1:16:22

I'm pretty open.

Yvette Potter 1:16:24

Okay, and it's in the evening. [yes] And every other month, what you're suggesting is okay, and I'll ask staff, if they'll check the calendar to make sure that that's available and get back to you. On the day that fits.

Brian Jensen 1:16:42

Definitely. Thank you.

Yvette Potter 1:16:46

Thank you, Brian. And, Angie, can I put you responsible for checking the calendar and making sure that the city has the ability, the rooms available, the staff is available on either Tuesday, Wednesday or Friday, but the last week of the month, every other month beginning to..

Angie Fowler 1:17:12

Yeah.

Yvette Potter 1:17:15

Thank you so much. Anything else, water advisory? [No] thank you very much. Now Yamhill Downtown Association.

### **C. YAMHILL DOWNTOWN ASSOCIATION**

Kara Weber 1:17:23

I am Kara Weber, 180 North Maple. And, I'm a volunteer for the Yamhill Downtown Association, and our latest. So, we're reporting one of our latest activities. And we are hustling to get this done, the Beverly Cleary public events going. It's our fourth annual one this year. And traditionally our special committee member, who is an educator and children's writer, spearheads this effort. And she's been opening up story contests, coloring contests for kids from kindergarten to high school. And she's tracking historical entries from locals to Tennessee and nothing International yet, but, you know, maybe I will go that angle. Oh, yeah. And, so, we always try to involve some sort of public aspect to that usually during May 13 is kind of like our window to have a celebration and offer some recognition for the kids that win or participate show up. And this year, we are adding a 5k Fun Run to the curfew. And another one of our missions of the Downtown Association is include all the public and, also, draw business to our local business. And Barbara House has always kind of been on our "go to" the backline and Heidi Davis is very often.

So, this essentially takes place, May 13 starting at 10 am. And it kicks off with a fun run. We were Chief Graven so much and... with our letter for insurance and my friend Kathy at the county, and we have all sorts of permitting. So, we're good to go that way. And we have a bunch of volunteers. The 5K basically goes down Olive and comes back around to Larson house.

And then there's just a bunch of free fun value at the Larson house. So, we'll have like the usual bounce house and face painting and my daughter has a library project where she's giving out free books that she's earned money for. We also have other cool things like the or the Outdoor Education Adventures that are this nonprofit. They do summer camps for kids. And they just want to get them outside and so it's kind of like a cool thing to draw attention to our cool Nature Trail, which Jason's been working so hard on.

So we'll have a guy from the nonprofit take a heard of kids over to the trail and we will have like signs/prompts, like you know, like this is a habitat of a wood duck, etcetera, etcetera. And then at the end of the trail, there's like pussy willows that are in bloom and others there's a cool activity for the kids to make a cool Mother's Day thing with the pussy willow, it's pretty cool. So oh, we also have a solar telescope from the Carlton observatory there. Yamhill Enrichment society will have a tent, and we will have free beer if you run or walk.

Unknown Speaker 1:20:23

[Several people speaking over one another]

Kara Weber 1:20:26

... so it gets free hot dogs, cold brew coffee, and free ice cream and cake. And the fun attraction is for the run itself. We have a professional musician that points us to pacesetter at an eight-minute mile pace while shredding solos on electric guitar. And then his buddy is going to be rolling the guitar amp with a baby stroller can pass this guy you get like, ya know, free swag. So that's the event May 13 at 10am. And it's cool because it's like a lot of fun stuff for kids. But the races are registered for, it is \$30. All the proceeds go back to the Downtown Association, and icon and portal. Are there. Any questions?

Yvette Potter 1:21:19

Wow. Sounds incredible. It is grown tremendously.

Kara Weber 1:21:25

Yeah. I think we have something like 50 to 60 registered runners.

We're pretty pleased. So loving runners. Are they only coming from Portland, Beaverton, local, Hillsboro. So yeah.

Yvette Potter 1:21:47

Kara, you guys are doing amazing.



Kara Weber  
Well, thank you. Thanks, everybody.

Yvette Potter  
Really? You're doing all the work?

Kara Weber  
A lot of volunteer hours. I had no idea.

Yvette Potter  
We can understand. Thank you very much.

Ross Schultz 1:22:16  
I think there should be under committee reports. Yamhill Neighborhood Association. And I did not put that on.

Yvette Potter 1:22:25  
Ours has it.

Ross Schultz 1:22:33  
Thank you. Sorry.

Yvette Potter 1:22:36  
No, thanks, because had that not been there that would have been really valuable. Yamhill Neighborhood Association.

#### **D. YAMHILL NEIGHBORHOOD ASSOCIATION**

Robert Davis 1:22:44  
Ms. Mayor. My name is Robert Davis. Yamhill Neighborhood Association. We are very busy. I'd like to talk about our last month's disaster preparedness. Before there was mass shooting. Officer Miller did the course; he did a great job. It was a big turnout. About 20 people. And when officer Miller asked who was prepared with a carry permit, about 90% of people raised their hand. So, I was shocked when he asked that. Also, how many people carry every day and only one person raised their hand. So that's kind of interesting. But anyway, enough about that.

Our next disaster preparedness event is called: "Stop the Bleed." It's May 20, at 2 pm. And it is again at the Yamhill United Methodist Church on Laurel Street. There is a required donation fee to give back to the hospital so that the materials being used, the gauze, the tourniquet and everything they use gets reimbursed and just a little something or copters to help them take care of that and it's five bucks. But we're asking for more, if you want to give more, it's a good cause for sure. You can still sign up at [www.yaclass.site](http://www.yaclass.site) and if not, you can call me and I can set you up for the tickets or a spot.

And we also hit the News Register paper this past Tuesday. They were kind enough to do a short article about stop the bleed and it's national recognition and the fact that over a million people have been trained both police and school and general public And so that was, that was very nice. It read very well.

This Saturday, the 13th, at nine o'clock at the Larson house, we will be at the same time that Kara's event is going on, about an hour later. But we're having coffee with YNA. And it's a publicized event for everybody to show up and have a little conversation with us. No pressure, no, no, no, nothing. It's just casual conversation. And we're hoping he will get a few people showing up. Now. Most of the people will be running at Kara's event. But we'll provide some refreshments at the Larson house so.

And next month is in the works for another disaster preparedness event. It's we're going to try and get the cert organization back, the one that had COVID at the last minute. And this cert organization will be giving the cert class for elderly, lower-income, disabled people, which is still a theme inside of what we are still trying to do here with bringing the community on board with being familiar with what it takes during disasters. And personally, when I heard the person speak at cert, about this type of situation where being an able-bodied person, I wouldn't have thought about any of the aspects that an un-abled bodied person or disabled person or low-income person would have facing a disaster. It's just entirely different than an able-bodied person. So other than that, that's about it....

Oh, not associated with Yamhill Neighborhood Association, but as a representative of being asked by the Planning Commission to form an organization for .... I don't know why that those three words won't come out of my head, but economic development. And with that said, there was five of us that last meeting. But last.... weeks are falling together on they're all running together. But anyway, we met at Larson house, and we talked for about two hours and came up with a plan, of a plan, of a plan. So basically, the first part of the the meeting was to hammer out a plan for what is the look and feel of the city. And we're going to take this everybody has their job to do. Some of us are going to different cities, finding out what they're doing in their historical society area. And we're coming back in a month with another week and solidify all this information that we've gathered throughout the month. There is five cities in which we're going to glean information from so it's, it's more than one. And we will report this to the planning commission when they have their next meeting.

Yvette Potter 1:29:03

Well done. [Yes. Thank you.] You're doing a lot of really good things in the community. Thank you.

Adam Miller 1:29:08

Who's the director for Stop the Bleed?

Robert Davis 1:29:10

Trauma, OHSU trauma department.

Adam Miller 1:29:18

Excellent class I recommend anybody take

Yvette Potter 1:29:22

Excellent. Thank you. You got a good recommendation there.

## **11. COUNCIL REPORTS**

All right. Council reports.

Anything to report anything you'd like to speak about? Mr. Corrigan?

Shea Corrigan 1:29:44

No, ma'am.

## **12. INFORMATION/ANNOUNCEMENTS**

### **A. JUDGE TERRY MAHR LETTER OF RESIGNATION**

Yvette Potter 1:29:46

I do have one thing that I wanted to read for the record the judge, Terrance Mahr, his resignation letter. I wanted to read for the record. Because it was really quite inspiring, and I am grateful for him.

He said:

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Please accept my resignation. I will miss working with your staff the court administrator, Kim Steele, I feel is very knowledgeable in the court procedures, as well as the law in this area. She is able to properly manage the business record as well as the state requirements. She has great skills and her interaction with the public and your citizens well dealing with when dealing with what is often not a pleasant situation for them. She is always concerned about what's fair, and when appropriate, how she can help others solve problems for them. She always follows through with the cases and he keeps us all on track. The police department is such an asset for the community. Chief Graven has been remarkable in his guidance of the department. I rely on him when I have questions. He certainly sets and achieve high standards for the police department. He is constantly seeking ways to improve the department, which makes the department outstanding. He has a genuine interest in the community. His police officers are reliable in every sense of the word. They present their case as well. Their interaction with the public reflects well from the department and in the city, with very few expectations of citizens feel that they have been treated fairly and given the benefit of any doubt. I've never seen a situation where it has been otherwise. This local police department really helps maintain the city's livability and atmosphere that makes the community a nice place to live. I am sure there will be many challenges in the future as the area is discovered by more and more people. I'm also sure that your staff and police department will be able to meet those challenges. Thanks again for allowing me to serve. I certainly appreciate the people who are willing to take their private time to volunteer for important positions, Mayor and City Council your efforts really support the city and on retaining the great friendly and rural lifestyle that is so wonderful.

I wanted to take this opportunity to thank our officers, our police and Kim for the record on representing the city so well. Thank you all. I have nothing to report information, the resignation, I did read that, DEQ do we want to make an announcement on that.

## **B. DEMOLITION OF PROPERTY ADJACENT TO CITY COUNCIL**

Ross Schultz 1:32:26

We've posted their letter to the website. So, if you want more information its there, but I think the information that I have is that they're moving the starting date for site work to June 5 design that gas station coming down. And we needed to wait for PGE to disconnect the power to the gas station building before we can drop it, basically.

Jason Wofford 1:32:56

To also be noted, I'll be getting a CPS stop representatives to go over as far as what the city's expectations are in the safety and control of traffic, sidewalks the demand aging and abatement next week.

Unknown Speaker 1:33:17

It's June, no your meeting is next week.

Ross Schultz 1:33:21

The start date on the downfall

Yvette Potter 1:33:23

But the meeting is on. And just for some background are we looking at we're talking about the property here next to us, which was formerly the banker bakery, formerly a gas station formerly in a few other things. DEQ has been cleaning that property from any contamination and they have to demolish the building in order to get the contamination under the buildings and to get the things that are under the building either taken out or filled up or something that took to make the property clean as far as DEQ is concerned. And the whole the whole plan in the end. The county owns that property. The previous owner submitted a a claim against the county because they wanted to get it back. And they offered to pay up their back taxes to do it. Apparently, that has happened multiple times over the years where they've gotten behind and the county gave them grace. Apparently, this time the county said No, we've already got invested money in cleaning up the property we're going to we're going to maintain it. And so, the county initially has made an agreement with the city of Yamhill that once the property is clean and the city would

have no liability for that property, they would offer the city the purchase of that property. And so the city is waiting for the property to be cleaned. So, that's the process is happening. And that moving along now because the property owners is no longer appealing the decision.

Robert Davis 1:35:11

Okay, so Robert Davis as a member of the economic development committee, the question we asked each other, which we didn't have an answer to. And that's why I'm asking. Is the small building the house behind the gas station? Is it also going to be demolished?

Yvette Potter 1:35:35

No, no, there's no contamination. So DEQ will not be touching that part of the property.

Robert Davis 1:35:42

What we were thinking of is getting a grant and getting that building refurbished and turn it into an actual community center for the city of Yamhill,

Yvette Potter 1:35:55

The little house? That's interesting, okay.

Robert Davis 1:35:59

That was takes the burden off of having to move here and the Council for whatever reason, and we also thought maybe it might also serve as a meeting place for different organizations within the city, YVA might meet there, YDA might meet there...just food for thought.

Okay. So at this point, the city has no ideas, no plans, no, but we're essentially just waiting until we actually own it before we start figuring out what we're gonna do with it. And there's a lot of ideas in the pipeline a lot. Putting yours in the pipeline is good to know thank you.

Jay Disbrow 1:36:47

City have the money in the budget identified for the purchase of property?

Yvette Potter 1:36:51

The initial agreement was \$45,000 to purchase the property. I think Ross mentioned earlier that there is money in the bank as being unused, like 4 million and I would imagine that we can potentially use some of that for the purchase of that property.

Patty Pairan 1:37:11

Is that the vacant, or will be vacant lot and the house?

Yvette Potter 1:37:15

That entire lot.

Unknown Speaker 1:37:18

[Unintelligible question and answer]

Yvette Potter 1:37:42

Are we done with the information?

Ross Schultz 1:37:44

Getting all the way to adjournment?

Greg Graven 1:37:45

Okay, so Greg representing the city, I guess. Kim and I've been working on a couple of things in here. We've brought Chris in here with his fancy, different machinery to make sure that this building is okay.

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So, we'll be getting results hopefully within a week. Some better results back to make sure this building okay.

Yvette Potter 1:38:12

Oh, interesting. I'd be curious what that says.

Ross Schultz 1:38:15

Yes. Cost analysis.

Yvette Potter 1:38:20

It isn't safe for me?

Greg Graven 1:38:21

Maybe think of what we were talking about [with the property]. And another thing is we did a cost analysis for water and the bottled water that were purchasing here is going to be, no pun intended, filtering out. Bring your own containers because we're gonna get one of those, like we have up front for filtered water. We're working on that too.

Yvette Potter 1:38:21

Those were very important, very important.

### **C. CARLTON FARMS LUNCHEON ANNOUNCEMENT**

You are invited to Carlton farms to join us there for lunch. They're very grateful for our community and the leaders and their look and we'd like to welcome you to our facility we considered a privilege to operate in our committee and we like to show you what we do every day. We hope you could join us for lunch to say thanks. On June 23, from 12 pm to 2:30pm.

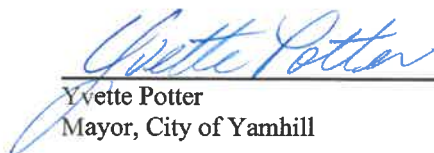
### **13. MOTION TO ADJOURN**

Kay Echaury 1:39:54

Make a motion? [please] I make a motion to adjourn.

### **MEETING ADJOURNED AT 8:39 PM**

Respectfully submitted,

  
\_\_\_\_\_  
Yvette Potter  
Mayor, City of Yamhill

  
\_\_\_\_\_  
ATTEST:  
Angie Fowler, Recorder



# City of Yamhill

A small taste of Oregon

## CITY OF YAMHILL, CITY COUNCIL MEETING Wednesday, June 14, 2023, 6:30 pm MINUTES

### REGULAR MEETING

#### 1. **CALL TO ORDER:** (0:20)

Yvette Potter

The meeting was brought to order on Wednesday, June 14, 2023, at 6:35 p.m.

#### Roll Call

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

Absent: Councilor, Kay Echaui

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator; Jason Wofford, Public Works Manager; Ross Schultz, Interim City Administrator/Budget Officer, Angela Fowler, City Recorder

#### 2. **FLAG SALUTE:** (0:34)

Yvette Potter

Leads the flag salute.

#### 3. **PUBLIC COMMENT** (1:18)

Yvette Potter

I open the floor for any public comment. If there's anybody that would like to have an opportunity to just share, comment, make suggestions. This is the time to do it.

Rocky Losli, 530 E Second St.

Inquired if there was a public hearing this evening. There was not.

Inquired if the budget for 2023/24 had yet been adopted. It had not.

Comment regarding the 2023/24 budget:

Mr. Losli recommended that we use conservative spending in the 23/24 budget and 24/25 budget years. He is concerned that the economy conditions will worsen and believes that the 24/25 budget year will be a smaller resource year.

Comment regarding code violation notice:

Mr. Losli received a municipal code violation letter and is addressing the issue. He raised concern that the letter did not give specific information on whom to contact regarding the violations. He mentioned that it would be a good idea for the city to track violations in some

respects so that the city can gain information on trending issues and what changes need to be made to correct the trending issues.

Comment regarding system development charges (SDC)

Mr. Losli reiterated his stance on SDC charges needing an increase. He also touched on how they had been increased in the beginning of the year and he could not recall if this was discussed during council meetings. He also commented that the SDC charges in some cities are larger for commercial type properties than that of residential.

Yvette Potter

Inquired if there were any other public comments, either in person or online. There were not. public comment was closed.

#### **4. AGENDA UPDATES OR ADDITIONS** (8:31)

Ross Schultz

Ross explained the amendments to the packet for Council. He stated that these amendments had already been updated on the online packet, therefore, anyone looking at the online packet would already see these changes.

1. Addition of R-809, Approval of the Third Street Water Main Replacement, was added to Unfinished Business as item E. The project documentation was already there, this is just the addition of the resolution.
2. Addition of R-808, A Resolution to Transfer Appropriations, was added to Unfinished Business as item A3, the staff report for this was included as item A2.
3. Resolution R-806, Resolution Adopting the 23/24 Fiscal Year Budget, as added to Unfinished Business as item A5, the staff report for this was included as item A4.
4. Approval of Minutes for May Council Meeting was pulled from the packet and will be added at the nest meeting.

#### **5. CONSENT AGENDA** (11:50)

##### **A. Financial Statement to Current**

Marci Hedin

Moved that we approved the consent agenda.

##### **MOTION TO APPROVE THE CONSENT AGENDA**

**ROLL CALL: Motion introduced by Marci Hedin and seconded by Shea Corrigan**

**Ayes (4):** Corrigan Askey, Potter, Hedin.

**Nays (0):** None

**Absent (1):** Kay Echaury

**The motion carried.**

#### **6. PRESENTATIONS AND PUBLIC HEARINGS** (12:12)

##### **A. Recology – Proposed Rate Increases**

Dan Blue, Recology Western Oregon

Thanked the members of the council for allowing him to speak and introduced another member of Recology, Ernie Martin, as a member of the audience.

Mr. Blue spoke of collection services in the City of Yamhill, Recology's staff, Recology the company, and the proposed rate increase and its review process.

Operations in the City of Yamhill are relatively unchanged from last year. The staff that works in the area driving trucks for garbage and recycle have many years' experience in the field and he feels that that is a great team it keeps the neighborhoods safe as far as the drivers being experienced behind the wheel of their vehicles.

The City of Yamhill has about 489 customers signed up for services. The most common customer is for the 90-gallon cart on weekly service, this includes bi-weekly recycling services. There are about 80 that have yard debris services and customer can drop off unlimited yard debris at the transfer station.

Recology is the only employee-owned garbage company in the state of Oregon and the largest garbage employee-owned garbage company in the country.

They voluntarily use renewable diesel fuel in all trucks serving the city as well as all operations in the valley. It's a renewable fuel source that reduces our greenhouse gas emissions as well as the diesel particulates, so we don't have that diesel particulate entering the neighborhoods as they provide collection services.

During COVID, they experienced some difficulty filling customer service positions, but are now fully staffed at their Operations Center. They do recognize that wait times were high during this time, but they are going up and they are continuing to work on improving that.

Recology supports events through sponsorships or even kind of donation of services. Some of these events include, household hazardous waste clean-ups, McMinnville Air Show, and the Derby Days parade.

Regarding the rate review process. They are proposing a 5% rate increase in our collections program, and that is per the terms of the franchise agreement. This is projected to bring them to just below the operating margin expressed in the franchise. If they were to do nothing on their rates at all, which would be projected to be at 4.38% return on revenue or upward. That's quite a bit below the 8% that Recology should be at.

They are asking for a limited adjustment this year because of the understanding that cities and residents are struggling with inflation. And we're all still trying to regain ground coming out of the COVID kind of period.

The CPI cost of living adjustment is capped at 4%. They did a full rate review this year per the documents in the packet. The CPI is projected for the next 12 months to be at 5.5% and the actual Western Region CPI for the period of March 2022 to March 2023 was at 5.1%. With labor rates being up after the COVID period, they adjusted in other areas to help compensate for this so they could retain their staff.



The landfill rates are up 7.4% The old rate was 3559. The new rate is 3823. And the cost for processing recycling is up as well. The positive side, fuel costs are down from where we were previously. With all of those costs and increases that they've experienced, and project continue to experience, they are asking for a 5% across the board rate adjustment for services here in the city.

What that would look like for the most common customer, which again is a 90-gallon weekly garbage customer, it would be \$1.70 A month increase. The rate would go from \$34.02 a month to \$35.72 a month for that 90 gallon rate. Other companies' rates are going up 10% this year.

Yvette Potter

Thanked Mr. Blue for speaking and noted that the intent is for council to approve the increase for the overall city. She did not have any questions or concerns and noted that 5% is a reasonable increase.

Dan Blue, Recology Western Oregon

Expressed that they are asking for the council to approve the 5% increase and are amicable to however that needs to be done as per the city's rules. They would like to be able to increase the rates effective July 1, 2023.

Shea Corrigan

I make a motion to approve the 5% increase. It seems reasonable.

**MOTION TO APPROVE RECOLOGY WESTERN OREGON WASTE PROPOSED 5% RATE INCREASE IN THE CITY OF YAMHILL, EFFECTIVE JULY 1, 2023, AS PER THE TERMS OF THE FRANCHISE AGREEMENT.**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Hedin**

**Ayes (4): Corrigan Askey, Potter, Hedin.**

**Nays (0): None**

**Absent (1): Kay Echaury**

**The motion carried**

Yvette Potter

We'll create a resolution and get it taken care of, but you can count on the 5% Okay, appreciate your time. We'll see you very much glad you guys came by. Thank you.

**7. UNFINISHED BUSINESS (24:07)**

**A1. R-807**

Ross Schutz

Noted that he did not include R-807 in the changes that were announced at the beginning of the meeting. He read it aloud.

“Pursuant to RS 221.770 City of Yamhill hereby elects to receive State Revenues for the fiscal year 2023/24 into the General fund of the City of Yamhill is 2023/24 Budget.”

We had a public hearing on May 10, there were no comments at that time and the budget has included these funds as approved by the Budget Committee.

He asked the council to approve the resolution.

Yvette Potter

Asked if council has any questions. There were none.

Marci Hedin

I make motion we approve resolution number R-807, Resolution by the City Council of Yamhill Oregon declaring the City's Election to Receive State Revenues.

**MOTION TO APPROVE R-807, RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.**

**ROLL CALL: Motion introduced by Marci Hedin and seconded by Shea Corrigan**

**Ayes (4): Corrigan Askey, Potter, Hedin.**

**Nays (0): None**

**Absent (1): Kay Echaury**

**The motion carried.**

**A2. Staff Report for Resolution of After Transfer (25:45)**

**A3. R-808, Resolution to Transfer Appropriations**

Ross Schultz

Resolution to transfer appropriations of \$110,000 from the 2020/23 budget. The current year's annual budget in the Sewer fund contingency to the Sewer fund capital. Per going through our grants with the city engineer, we found this grant had not been appropriately taken care of and this is a staff issue. We did not include the revenue in the Budget that we did not include the expenditure according to the IRS. We must appropriate for the expenditure and we're spending the funds out of the Sewer fund right now. And that money's been going into contract services. I talked to the engineer and he's estimating spending roughly \$100,000 this year. The appropriation has been set at \$110,000 and that's coming out of contingency for the Sewer fund. We have the money available to do so. This is not a request for additional money to spend; we have the revenue on hand. It's in our General fund right now and it will be spent from the Sewer fund. The request is a change to our appropriations from the Adopted Budget from 2022/23, which moves the \$110,000 to capital from contingency. The net impact on appropriations for the year is zero.

Yvette Potter

Asked if there were and questions or concerns. There were none.

Marci Hedin

I make the motion we approve resolution R-808, A Resolution Transfer Appropriations of \$110,000 from the 2022/23 Annual Budget Sewer Fund Contingency to Sewer Fund Capital.

**MOTION TO APPROVE R-808, A RESOLUTION TRANSFER APPROPRIATIONS OF \$110,000 FROM THE 2022/23 ANNUAL BUDGET SEWER FUND CONTINGENCY TO SEWER FUND CAPITAL.**

**ROLL CALL: Motion introduced by Marci Hedin and seconded by Shea Corrigan**

**Ayes (4):** Corrigan Askey, Potter, Hedin.

**Nays (0):** None

**Absent (1):** Kay Echaury

**A4. Staff Report Budget Adoption (25:45)**

**A5. R-806, Adopting the 2023-24 Fiscal Year Budget**

Ross Schultz

This is adopting the budget as approved by the budget committee heard in public hearing on May 10.

Additionally, it relates to the resolution you just approved to transfer funds from contingency to take care of this year. There is a change in the Sewer fund which would include \$80,000 from the General fund money that is in the admin space now from the grant that we received from the county. It will show an \$80,000 increase in revenue in, and the budget will have an \$80,000 increase in capital spending. (shown in staff report circling the changes made in budget). This shows as a change the final number to \$2,460,585 (an \$80,000 increase in revenue).

The motion to approve this will adopt the Budget. It will also prioritize planning property tax so that we may collect that, and it will make the changes to the adopted Budget from the approved Budget.

Yvette Potter

Reiterates that the only change in dollars is the \$80,000. And that's been accounted for is coming in and going out. And asks Council if they have any questions or concerns. There were none.

Marci Hedin

I make a motion to approve resolution R-806, A Resolution by The City Council Of Yamhill Oregon Adopting In 2023/2024 Fiscal Year Budget Appropriating Monies for Operation and Levying and Categorizing Property Tax.

**MOTION TO APPROVE R-806, A RESOLUTION BY THE CITY COUNCIL OF YAMHILL OREGON ADOPTING IN 2023/2024 FISCAL YEAR BUDGET APPROPRIATING MONIES FOR OPERATION AND LEVYING AND CATEGORIZING PROPERTY TAX.**

**ROLL CALL:** Motion introduced by Marci Hedin and seconded by Shea Corrigan

**Ayes (4):** Corrigan Askey, Potter, Hedin.

**Nays (0):** None

**Absent (1):** Kay Echaury

**The motion passed.**

**B. Vacation Rental Ordinance Discussion (32:14)**

Yvette Potter

We were asked to address the local lodging taxes we were also asked to address vacation rental ordinances. The council approved quite a while ago to go ahead and get information and prepare to create a local lodging tax and estate lodging tax. We got some information on that we need to decide how we want to move forward with that. We need to then decide what do we want to do with vacation rental ordinances. What is Council's thoughts or opinions?

Shea Corrigan

I think, mayor, that something like this should be something that we should probably send to planning. Is that what you were thinking?

Yvette Potter

I think we need them to work on the vacation rental the ordinance part of it yes. Yeah. Because I think we've already talked about I don't know if we want to approve this, but I think we could send this to for the lodging tax to planning to create the ordinances to support it is what I'm thinking.

All councilors and administration agreed with this thought.

Tim Askey

Some time ago, we talked about this, and I don't remember how far we got. I think we decided against it because it was too complex. Right? Is it different for us now?

Yvette Potter

That was the first time we considered it. It came back to us, and we got more information. That was this year. It was explained to us the value of the city having a lodging tax and it's much easier now. The state basically does all the work and sends us a check, which I'm highly supportive of.

So, we're in approval of creating a state lodging tax. We need the ordinances to support it. I need a motion on how we want to proceed with addressing it through the Planning Commission.

Shea Corrigan

What would you want that to look like? So, because setting the rate, if that's all that they were to do it means...

Yvette Potter

I think the rate is kind of clear. This would be part of what they would create in there. They would create the ordinances they would define how that is going to be managed through our city, who would qualify, who wouldn't qualify, what does a vacation rental definition look like for our city, and who would be required to support the lodging tax. I think is what the ordinance is required to present.

We as a council can't really create that ordinance. We need to submit it to planning to do the research the background and develop a plan and come back to us with a proposal.

Councilor Corrigan, Mayor Potter and Councilor Askey discussed the wording on making a motion for planning commission to look into ordinances for vacation rentals and come back with a proposal for an ordinance.

Marci Hedin 36:49

I make motion that we have the Planning Commission develop a proposed ordinance on vacation rentals.

### **MOTION TO HAVE PLANNING COMMISSION DEVELOP A PROPOSED ORDINANCE ON VACATION RENTALS.**

**ROLL CALL: Motion introduced by Marci Hedin and seconded by Tim Askey**

**Ayes (4):** Corrigan Askey, Potter, Hedin.

**Nays (0):** None

**Absent (1):** Kay Echauri

**The motion passed.**

### **C. Pump Procurement Authorization (37:52)**

Jason Wofford

We had a chlorine pump go down over the weekend, a couple of weekends ago. Kyle had to act hastily make the purchase to have the redundancy in the system. We had to use our backup and we have to have one spare. The cost came in around \$5,124. It is vital to our treatment process to have that redundancy and have the equipment up there. We made that purchase. I emailed Ross once that purchase was made once I back in town.

Ross Schultz

Basically, it's against our procurement policy. The council has to approve payment over \$5000 We are here to ask for forgiveness.

Yvette Potter

How many pumps do we have?

Jason Wofford

Approximately 23.

Yvette Potter

And one of them went down; and one of them costs a little over \$5,000? And, we had a backup?

Jason Wofford

You need a backup of the backup to make sure that we are okay.

Ross Schultz stated that there is no approval needed at this point, it is just informational to the council.

#### **D. Sewer Vac Discussion (39:39)**

Ross Schultz

Yeah, this is going to be a real simple discussion. We've been talking to the city of Carlton as I think we've discussed it the council meeting before and Jason's done a great talking with them about getting a Vactor trailer that we can use as well as them. Right now. We pay about \$13,000 a year to have somebody come in and do the work. Vactor, the trailer they're talking, is \$100,000 or something close to that. How we split it and we hasn't been figured out yet. You know, I think it could be comparable the pay in \$13,000 a year for a five-year period and you get to use a Vactor anytime you need it as opposed to having to schedule it.

We are pursuing the conversation with Carlton we wanted you to be aware of it. If you've got any questions or thoughts on this would be a great time, we can take those forward to Carlton. Any agreement would be in the form of an IGA and you can ask questions at that time as well.

Jason Wofford added that the City of Carlton is open to the idea and we're just walking through the IGA at this point, just trying to get a kind of fine tune. So instead of us having to pay \$100,000 out of our pocket, we're paying 50 and they pay 50.

Mayor Potter and Ross Schultz discussed the size differences of the city and the relativity to who gets more use out of the equipment. Ross stated that these are the details that they are working on however, even a 50/50 split would still be saving Yamhill money in the long run. They also discussed that paying the full cost would not be a "doable" option for the city.

Mayor Potter asked Jason Wofford for more information on what this equipment does for the city.

Jason Wofford

Quite a bit, allows us to get to service lines quicker, faster. It gets to the fixes so you have less water loss.

It also helps to explore the system. If there's a valve or something we don't know about. We can factor out an area and we can see the valve which it's not on our mapping. It allows us to jet out lines, allows us to factor out manholes, and extrude a lot of stuff without using an excavator. Which is kind of friendly, as far as the Public Works scenario, because then you don't have to pay for the utility to work or that has those skills that greatly increases the cost.

Overall, it allows us to get to water losses a lot faster. Instead of manually or physically digging them out or exploring it with a contractor whose schedule is a-week-to-two-weeks out.

Ross Schultz added that restaurants put a lot of grease and sediment in your sewer system it helps clean that out. It's probably the most critical part of running a sewer system other than treating the system.

Yvette Potter

Okay, so several years ago, it's been a while now, the city purchased a water tanker truck and donated it to the Fire Department with the agreement that the city would be able to access that tanker if they needed it for a project or something. That didn't work out very well. So, I would very much encourage an inter-governmental agreement in order to make sure that we're protected.

#### **E. Approval of Third Street Water Main Replacement (44:47)**

Jason Wofford

We completed the bidding process for the water line on Third Street. To detail the project, it would put us all the way to South Olive Street, away from Hemlock so it'd be a full-on restoration to that water line all the way up to Cedar, the new subdivision. It's probably third on our CIP list as far as projects. We acted quickly due to the fact that we knew that we had a contractor currently here that would subtract from the mobilization of cost. With Ross's help and AKS, we put that out to bid and trying to get some of the CIP list taken care of. As you can see, Lawson Corp. came back at the lowest bid.

Ross Schultz

We had three responsive bidders. And Lawson was the lowest cost. And AKS ran that bid for us. Okay, yeah. Contract

Discussion between Mayor Potter, Ross Schultz, and Jason Wofford that this is a city project and not covered by the developer. However, we do have \$57,000 in SDC fees that were paid by the developer that will be used toward this project.

Mayor Potter asked if there are any questions from Council? There were none.

Mayor Potter asked what gave the priority of Third street over any other street. Jason Wofford explained that discussions with John Christianson at AKS determined through studies that this project would be the best "bang for the buck." It completed one entire trunk line will be completely new and upgraded. The mainline and all the services.

Councilor Corrigan added "that this would be a completion of a project that is already started."

Jason Wofford concurred.

Marci Hedin

I make a motion to approve resolution number R-809. A resolution to approve the Third Street water main replacement project.

**MOTION TO APPROVE RESOLUTION R-809. A RESOLUTION TO APPROVE THE THIRD STREET WATER MAIN REPLACEMENT PROJECT**

**ROLL CALL:** Motion introduced by Marci Hedin and seconded by Shea Corrigan

**Ayes (4):** Corrigan Askey, Potter, Hedin.

**Nays (0):** None

**Absent (1):** Kay Echauri

**The motion passed.**

**F. Approval of Chief Graven and City of Yamhill Contract (48:42)**

Ross Schultz

Council has had an opportunity to review this contract; The chief has had a chance to review this contract. With its approval by council, we'll put this contract into effect. I didn't write a status report for this when I looked at it.

Yvette Potter

We received it at last Council Meeting. Right and I know I've spent some time on it and reviewed it. And I'm sure council has too. Are there any questions? Any changes that you think need to be addressed? Any questions you have on the contract?

Discussion that there have been no changes to this from previous contracts, it has been reviewed by the city council and the city attorney. And the chief is satisfied with the contract and has nothing to add to it.

Marci Hedin (50:06)

I make a motion. We approve the employment agreement between City of Yamhill and Greg Graven and approve the mayor to sign.

**MOTION TO APPROVE THE EMPLOYMENT AGREEMENT BETWEEN CITY OF YAMHILL AND GREG GRAVEN AND APPROVE THE MAYOR TO SIGN.**

**ROLL CALL:** Motion introduced by Marci Hedin and seconded by Shea Corrigan

**Ayes (4):** Corrigan Askey, Potter, Hedin.

**Nays (0):** None

**Absent (1):** Kay Echauri

**The motion passed.**

**G. Update of Planning and Land Use Filing Fees, Resolution R-805 (50:37)**

Greg Graven

This is something that I started working on back in January and it's been extensive. I took comparables from other cities with within Yamhill County and worked with legal as well as other vendors to prepare this extensive list.



What I did do, which it seemed in my opinion more challenging, but in the long run easier, is to do an all-encompassing master list of fees across the board for Police Department, City Hall, and Land Use fees. This way it's one list and then when it needs to be worked on instead of doing resolutions or approvals for all lists individually, like we have done in the past.

It seems easier, in my opinion, to have just one master list and then to draw from that master list and then to make the necessary changes, when need be, for the master list. Opposed to different land use fees, application fees, and then there's been a lot of records requests for the police department.

I've been really invested in working through what is current throughout the state as far as what those fees entail and included that list as well. Which kind of overflows into the City Hall staff as far as some of their records and the requests that they get as well to make sure that we're all on the same page as a city with our fees that is comparable to other cities within Oregon. So that it was extensive and took a lot of work. Unless somebody has any questions regarding it, it is what we start using unless there are changes at this time. Or some changes by statute will be made as necessary.

Yvette Potter

I went through and I have only one question. As simple as the city park and area for special events. There's private, commercial, and nonprofit use, and each location is itemized out. And what if it doesn't have a total overall if somebody wanted to rent the entire park? So, is it all of these separate items just add up for a total cost usage cost?

Greg Graven

Yes. If that's what they're going to utilize it for. So, they could have broken down into just going to be using this covered area. Or they're going to use the entire park area. If they're going to play horseshoes, or if they're going to have volleyball in that setup, then all those fees potentially could be accrued.

Mayor Potter asked is there could be a reduced rate for someone that wanted to rent the entire park as opposed to them having to pay all the individual fees added up.

Greg explained that we have had reduced rate for many years regarding park and community center rental. He did not include that because that could be done on a case-by-case basis.

He consulted with the City Clerk, Kim Steele, regarding the costs and what has been rented areas in the past. All though, some of the items may be unnecessary most of the time, in example horse-shoe pits and volleyball area, he included them intentionally in the list so that there was something in the fee schedule if renting those areas were to come up.

Mayor Potter thanked Greg for all the work he had put into this and asked if the council had any further questions regarding the master fee schedule. There were none.

Greg Graven stated that this fee schedule will be posted on the website with its approval.

Ross Schultz commented that updating this schedule would be best done every year at the time of budget so that the budget committee could review along with the budget and make any updates necessary as this is the way other cities handle this.

Greg concurred.

Marci Hedin 1:00:55

I make a motion we approve resolution number R-805, A Resolution Adopting and Approving an Amended Yamhill Master Fee Schedule, on City Fees, Fees and Charges for Planning, and Land Use Permits, Planning Services, and Land Use Applications.

**MOTION TO APPROVE R-805, A RESOLUTION ADOPTING AND APPROVING AN AMENDED YAMHILL MASTER FEE SCHEDULE, ON CITY FEES, FEES AND CHARGES FOR PLANNING AND LAND USE PERMITS, PLANNING SERVICES, AND LAND USE APPLICATIONS.**

**ROLL CALL: Motion introduced by Marci Hedin and seconded by Shea Corrigan**

**Ayes (4): Corrigan Askey, Potter, Hedin.**

**Nays (0): None**

**Absent (1): Kay Echaury**

**The motion passed.**

**8. NEW BUSINESS (1:01:12)**

**A. Professional Services Agreement Consulting City Planner Walt Wendolowski (1:01:27)**

Ross Schultz

Stated that this is done every year, his costs are very affordable, and the rates have not increased. I think a verbal resolution says we accept will work.

Yvette Potter

Stated that he doesn't actually charge us for all of the time that he puts in. And added an update for council and record. "for any council member that may not be aware we used to work with a particular agency and a particular owner of that agency and we dismissed that person. This particular planner was a member of that agency and was employed by them and maintained that employment until recently. This new planner is now separated from that agency and is his own contracted person, which is why we're doing this contract is to separate this planner from the old planner. And so that's just kind of an update on this situation."

Discussion on if this is already approved or if it needs to be approved as the contract provided in the packet was last year's contract. The result is that this is a renewal, and the previous contract was provided as an example. There were no changes this year and the renewal needs to be approved.

Yvette Potter

Can I get a motion for renewal contract?

Shea Corrigan (1:03:42)

I would make a motion to approve the Professional Services Agreement for Walter Wendolowski and the City of Yamhill to Work as the Consulting City Planner Services Between Walter Wendolowski and the City of Yamhill.

**MOTION TO APPROVE SIGNING OF THE RENEWAL CONTRACT BETWEEN THE CITY OF YAMHILL AND WALT WENDOLOWSKI FOR HIS CONTINUED SERVICES AS THE CONSULTING CITY PLANNER.**

**ROLL CALL:** Motion introduced by Shea Corrigan and seconded by Marci Hedin

**Ayes (4):** Corrigan Askey, Potter, Hedin.

**Nays (0):** None

**Absent (1):** Kay Echaury

**The motion passed.**

**9. DEPARTMENT REPORTS (1:04:18)**

**A. Administration**

**A1. City Fungal Report**

Yvette Potter

Chief Graven, I had been curious about this report. I was expecting alternate things to have occurred, but I was surprised. Will you share your report with us please?

Greg Graven

Pillar to Post came in and did a report of the air particulate. Basically, to see if it is okay to be breathing in this building and the status report was yes: it is ok to breathe in this building. I was surprised to hear that.

The testing process is around outside for the ambience, and then interior and it was done throughout the whole building. The only concerning area was actually up in front of City Hall where that cinderblock wall is crumbling. And then there's an area around one of the employees' desks that were the air conditioning heating unit continues to leak into the carpet and the concrete floor. This was the only area where it was slightly elevated.

A request for an HVAC company to service the air conditioners was made about a year ago, and I can only wait so long for a certain vendor to come in to service these units. The request was made over a year ago. We are still waiting. We're going to look to have some other vendors come in is to service the units because I've been doing that. That's in my limited experience, but I put on that tool belt of preventative maintenance and have been cleaning out the venting, screens, and particulates from inside the units.

So, we'll have someone come in to do that. I also had concern because there was actually, as a result of a recent leak this month, an area that ended up molding underneath that employee's desk area. The carpet grew mold, so we'll get into potentially seeing what to be done to clean that up or to get new carpet up in front of City Hall.

We will be looking into that, but we're okay to be breathing in here. Administration will keep the council posted on this process.

The next items Chief Graven spoke of was the issue with the sound/microphones in the council room not picking up the conversation very well. He had previously spoken with the company that installed it and they were quoting \$2500 to move a mic.

He looked at the wiring and was able to move this around himself for free and only about 10 minutes of work. We tested it; and it was working great.

This is the reason the podium is now at the front of the audience. When we have Public Comment or Presentations those individuals will need to stand at the podium so that they can be heard on the mic.

## **B. Police (1:11:42)**

Chief Graven 1:11:48

Things are going well at the Police Department. I commend AJ for doing a great job, he's been working through the accreditation process which I will continue to report on that monthly because I'll be doing that monthly for about two years. He is doing extensive work on that going through a lot of the training that's required. With the accreditation process, we will not have to pay for the fees this year. It will be something that the Oregon Accreditation Alliance we'll be picking up for this year.

We do have to have another process which is a great program that I've been looking into extensively for about two years. It's a software program that works with our Lexipol which is called Power DMS. Power DMS will help with keeping track of all of our training, keeping track of all of the credentials that are going to be required for the accreditation, and working with the software for Lexipol, which was our report writing system. There is a cost for that; however, it is required. We will be able to work that into next year's fiscal Budget year what those costs will be which added costs. And then they have grant funding for agencies such as ours, that helps with funding or financial assistance. So, I'll be looking into that but at least I have a year instead of trying to scramble to deal with that.

Yvette Potter

You and I have talked about what the accreditation processes but what the accreditation is for a city Police Department. Can you kind of give us for the record what that means to be accredited as a City Police Department?

Chief Graven

It is a huge undertaking. I started the process several years ago and I was not able to keep up with the challenges that it's presented. Because it's a lot of work and I was basically chasing my tail because by the time it would be the process for renewing the accreditation. I was still working on the accreditation process because it was just me that's doing it at that time. I was involved with that catch 22: I can't, with all the other responsibilities, do the process.

What I chose to do then was have all the requirements for the accreditations but just not go through and prove the accreditation.

With what's required for the trainings, what's required for evidence, what's required for anything that involves a Police Department and accountability, we as an organization, have been doing.

We just haven't been able to pay to have someone say that this is what the accreditation process is; and yes, you're accredited.

Accreditation process would do is it help with federal funding, help with grant funding, and it helps with accountability. It also helps with transparency and insurance.

It's a great process and accreditation is very achievable. Officer Miller's very capable of doing that. They have an actual title for what he does. It's referred to as an accreditation manager and that's a full-time job. I will be helping what I can do. Officer, Corporal, Van Cleave will be helping what he can do, but mainly that's officer Miller's program that he'll be working on.

It is a two-year process to get the accreditation going. Once accredited, what happens is every three years you go through the accreditation process again for an audit and where they come in to do an audit to make sure you have it starts the whole process over for the audit for proof of the accreditation. It's not once you get the accreditation, and you achieve that and that's good job, you get the certificate. It's a every three-year re-accreditation process.

Yvette Potter

Thank you, officer Miller, for taking that on. It's a big undertaking.

Chief Graven

The radar trailer. If it's been seen out in the community, it's been going now for a little over a month on its own; it's all it's just weather related. So, when we have the bright thing up in the sky does it does its process for sustaining itself without being plugged in.

I've been moving it around to different areas. So, if anyone has any areas that they'd request it. I'll be moving over to Main Street and let it sit there for a while. What I'm doing right now is going to set it up where we have to go to whether put it in an area for a couple of weeks and then after that happens in certain areas unless I get a request to move it somewhere else, I'll move it to another area and have it there for a week. Moving it to another area over it's not easy, it's more work to move around. But, if anyone has any requests from the public or from council of where to relocate it to just either email me or let me know.

Yvette Potter

I'll let you know now.

Greg Graven

Yes, please. After Main Street.

The mayor gave the chief an area where it could be located, and he said that he will move it there after Main Street. That area is not easy as far as not being visible for the sun and not being an obstruction, but he will talk with property owners and see if it is ok to put it on their land.

That area is not great for being able to be visible for the sun and not being obstruction. It presents a challenge as to where to put it, but it'll be helpful. The chief will talk with the property owners by the Christian church and see this okay to put there.

Yvette Potter

Thank you. Do you have anything else?

Chief Graven spoke of the administration again, that they are working through some items as far as technology and the announcements being on the TV in the window seems to be going very well.

He is also working on other things that will be an expense there, Criminal Justice Information Service requirements of the technologies that we have here and the securities of them and then making sure that they're secure which will include having to rerun some of the ethernet cables for the Internet and so forth and make sure there's firewalls and all that fun stuff.

We've been working to move away from paper because he's noticed that our recycling bin is getting very full of paper that is only used once and then discarded. They have picked-up a couple of MacBooks, one of which was at no cost due to accumulated store points., and we would like people to be using them during meetings and giving feedback on how they are working. They seem to be really good devices so far from what he's seen of them.

He did speak with the school superintendent about devices that they might be able to donate for this purpose, but the superintendent wanted to make sure that the devices were usable before sending any over. They may have some that they are able to donate, but they are still working on that.

Mayor Potter inquired where we are in the process of the Officer Reserve Program. Chief Graven stated that the process is still ongoing.

### **C. PUBLIC WORKS (1:24:59)**

Jason Wofford

Water plants. We are producing 320,000 gallons of clean drinking water per day. They have been looking at the intake screen system with ODFW and going into design with AKS and are going to be increasing that screen at some point. They're giving us the green light with that, that'll probably be in 24/25. We're going to extend that from two and a half feet to five feet of intake at that structure which will make a massive difference as far as intake.

We continue to look with ODFW with the Rock Check Dam, that's kind of a put on. I wouldn't say on the backburner at this point. But we're also looking at our streaming current monitor that we have in place that we put in during the curtailment and we built that into our SCADA system. So now we can see how much water is bypassing our intake so we can take that data, relay it back to ODFW and say, hey, if we can catch this extra 30%, we could be flush with 450 gallons per minute, yearly, through the summertime. It gives us the ability to justify what we're bringing in at a faster rate. Right now, we're bringing in for 20 gallons per minute, which is only 30 gallons per minute less than what we take in in the winter so we're still flush with water there. We have not released any impound water that just going over the overflow, over spill, and regards to that we have not opened a valve in the impound. Things are looking good as far as what we're bringing.

In regard to distribution, that's been kind of something that we've worked with within budget and brought to council a couple times, but we'll be releasing on July 3, our Inserta valve program that we're going to do on 240. What's going to happen there is we're going to have three to four

inserta valves going into the system, which in essence gives us the capability to isolate the system outside of intermediate school.

We had an issue a couple of years ago, maybe a year ago, where we had to isolate the intermediate school and up to roughly maybe 120-130 residents with a valve that was not functioning properly.

With these inserta valves, it's 99.9% shut down capability without having to isolate those residents or the intermediate school so that's quite a big project. It's going to be partaking on 240 will be cutting into the road. So, we're going to be using ODOT's easement. Just to give everybody a heads up we'll go through Angie to get that information out because there will be steel plates in the ground multiple places. Those will be pinned, they will be asphalt, and they will be saved drive over. But that work will be taking place starting July 3.

With Third Street currently they are all the off-site work is completed. As far as water and wastewater. They're heading back up East Third. It will be isolated and shut down for another two weeks. That is in regard to our storm system. And what that storm system like I presented to you guys last council meeting, that will be the Cedar Street improvement for storm. So that will be tied into that project with along with the subdivision. At Public Works is pretty excited about that project just knowing the neglect and the abuse that those houses in Cedar Street have taken with overflow and storm issues. So that's a big positive distribution has been a big one. There again, we've looked at our system, we've isolated our reservoir to our water plant, just to see how much water loss we had it came across with Tim Tice and that conversation we had with him and I know he was projecting you know, probably 30% water loss. Once we ran the numbers were more or less 13% water loss and our projected is through service lines. It's not on the main line itself. So that's a huge win and the system. It is a massive reduction.

Jason Wofford 1:30:18

The two major projects that stand out as reducing this were the inserta valve that we put in. There was a section there that was weak. Once we got into that inserta valve, they found damage to that pipe at Mr. Brown's property, I don't have the numbers off the top of my head but it's astronomical. And then we found some issues on that main line up of the ways quite a bit where it was a service line where it was neglected and abused and pretty split open and that was affecting our Corp.

Jason Wofford

We went from point A to point B... so that's huge. Huge I mean talking with OAWU, which deals with loss on a daily basis, they're saying that we are hitting marks that like we didn't think or didn't even propose it we're going to be on your water main study so thumbs up to the whole crew to staff and everybody so everybody played a part in it.

Changing pace a little bit just jumping into collections, as most of you know they were pipe bursting on that project for the subdivision and they came across media. In regard to that, it didn't go as planned. We got about 150 feet and with the pipe bursting. During the bursting the subcontractor's equipment failed and they got the burster stuck, which we had to open up probably 40 linear feet of section of the road off of Third Street. There was a bad subgrade. Lawson Corp. got the pipe and we had to transition from an HDPE which is a high-density

polyethylene pipe to a C900. There is a section that pipe that wasn't on the plans, but we had to adapt on the field.

The roads on Third Street are deteriorating faster and they can fix them. If anybody has been on Third Street, it is bad. We are waiting on Geotech that is to give us an answer. It is not going to fall in the city as far as \$1. But the timeframe for that road to get fixed to where it needs to be is going to be longer and stretch out longer than what we predicted.

So, I ask for grace from everybody on Third Street and just kind of bear with us. You are going to have a better road long run. However, for the time being, there's going to be detours and rerouting.

Projects are starting to get mobilized up in the area where the field is I know there's been a lot of dust complaints with the residents. I went over there, and spoke to their contractor, we spoke to the project manager and they're going to mobilize more water trucks in the area just to keep the dust abatement down. So just bear with us. We have a solution what we think is and we're moving quickly.

Moving on the streets. Just trying to get new signage. They're just waiting kind of for them to get into me to distributed listing, a lot of repairing. We've looked at possibly we have a system in place, but our current system in place just cannot keep up with the rapid, rapid deterioration. We've done crack sealing in the past but overall, I'm looking at the cost of overlays from legacy that seems to be the best fix overall for what we have going on. I'll get back to you guys later with some pricing and pictures of some areas.

Parks. I reached out to Bailey's nursery as if they could support us as a city with any kind of donation, they reached back to me gave us 25 beautiful shrubs to plant within the city. I think that was a huge hats-off to them for doing that. I mean they are beautiful plants where were you putting them around the signs our Welcome to Yamhill signs to kind of get some life to that some color. Once again, I reached out to ODOT to see if I could get them to touch base with me in regard to the downtown planting that everybody's been wanting to do. For some time. Haven't got any response. As Shea knows we have some of that documented.

Last, Derby days, I want to ask council to bring summer help on two weeks early. I know we budgeted for July, but I'd like to bring them on so I could free up Josh's time to do more of the street maintenance that needs to happen. We're getting bogged down with the small stuff until we can bring somebody on.

Yvette Potter

So, you've got somebody in mind, and you want to start that immediately rather than wait till July. [Correct] And what's your budget look like for that? Have you got that?

Jason Wofford

Yes, we have the with FTE is just because we've lost so many people, we're down to our staff to the three of us. So, if we can bring somebody on, it would not be a budgetary issue.

Yvette Potter

I think we're okay with that.



Yvette Potter

What is the update on the county owned the DEQ project on the property.

Jason Wofford

It went through this process they dug down, roughly about 12 and a half feet to remove those tanks. The subgrade on record, doesn't look that great talking to the contractor, you're looking at kind of a 7-6-7 which means basically you're going to have to put seven inches of three-inch minus, and really build up that pad and for a structure to go on. You know, cost we didn't get into the cost, but I have an idea. So, to build that back up and to do away with more of the bad soil that subgrade there, you'd have to go in and over x with a x out because what they did is they just drove out the tanks and did their due diligence what that was asked and contracted. But there's still some...

Yvette Potter

There's still some will need cleaning after to whoever owns that property will have to do additional cleaning,

Jason Wofford

Right. So, what was told to me is what you would need to do and this is pretty vast, but you would have to do dry wells and put bio like bugs in the ground, introduce them and they will eat all the oils and contaminants in the ground.

Shea Corrigan

Well, isn't that what they were? Supposed to be doing in addition to removing the tanks was to remove the contaminated soil? That's what I was

Jason Wofford

Honestly Shea, they would have been chasing it quite a way and it's out of their scope of work.

Adam Miller

Talking to the contractor they removed 140 yards and then they got additional permission to remove another 100 yards. So they removed like 240-250 yards of contaminated material.

Shea Corrigan

DEQ signed off on it, it's clean?

Yvette Potter

DEQ were the ones that were actually doing the work. They were the contracted agency.

Jason Wofford

To be quite honest with you and this is just my opinion. I think most of the issue comes from this gas station and the spillover. (Speaking of the vacant lot on Maple next to Lagos)

Jason Wofford

That's just my opinion. That's take it for what it is. Because that soil when we did that project was bad, way worse. It spilled over to Larson house like 4-6-8 feet still roll proofing because you just so much contamination.

Yvette Potter

They went as far as I could go as far as property line. So, the work really needs to be done.

Jason Wofford

That's just from the contractor. It's just a piece of information you might want to know.

Yvette Potter

Good to know because it was going to be the purchasing agency that is good to know what we're getting into, which is why we didn't purchase it initially.

Jason Wofford

And as you move forward, you'll get a Geotech in there to do what they assume is best right though. They'll test it and say maybe it's not a 7-4-7 Maybe it's a 2-4-6 or something like that. So it you know, that'll vary.

Yvette Potter

Okay, that's good to know. Getting a heads up on that and not maybe getting blindsided when the county comes to us and says, here you go, we can have that background knowledge.

Jason Wofford

I'm sure DEQ will file for report.

Yvette Potter 1

Will they give us a copy of it? We're not the contracting agency.

Jason Wofford

I can reach out to the county and see.

Yvette Potter

That would be good. Can you do that for us? Yeah, provide it to council.

Jason Wofford

I will give you a time and date when that will be done as far as the report.

Yvette Potter

It'll be a while. I'm sure, it's DEQ. But it'd be nice to know what we're working with what the city's got going on. We have a fair idea but it's all word of mouth and rumor. And so getting some actual numbers would be helpful.

Thank you being on top of that. Anything else? Yeah. We've been talking about water updates for town hall in the 30% to 13%. water loss needs to be part of that. Have you even considered a timeline for when you might be presenting all the things and findings in regard to that?

Jason Wofford

I guess a big piece of information for you guys is that Tim Tice is done with the water rate studies. He put a stamp on it. We haven't seen it yet, but it's finished up he's just doing some of the some of the water loss

Yvette Potter

Do you think he can come back to council for a presentation?

Jason Wofford

Yes. And, I would like to have that information tied into the town hall.

Yvette Potter

We can make that decision after we get the full report.

## **10. COMMITTEE REPORTS** (1:44:06)

### **A. Planning Commission**

Ken Moore, Planning Commission Chair

Ken reported that on the newly formed Economic Development Committee, the decision they made of the gas station's application in the downtown business district and discussed the planning commission making recommendations for vacation rental ordinances.

The Economic Development Committee was formed as a sub-committee to the Planning Commission. The committee is mostly comprised of members of the Yamhill Downtown Association. They are combining what they do with research performed on historical designations. And they will be reporting the Planning Commission at meetings.

The application for the gas station was denied. There were about five areas that, individually, might have been something they could work around. But the main one is just the face and the design did not fit into the spirit of the downtown business district overlay. It is possible that they are coming back with a new design so we will see what happens with that when the application is accepted.

Regarding vacation rentals, he was informed that there was interest in ordinances around bed and breakfasts so they will be beginning to discuss this in their next meeting. He was given some information on room tax and will investigate that as well to give the council the planning commission's recommendation on ordinances.

There was a discussion between Mayor Potter and Ken Moore regarding the hospitality taxes and what the taxes will fund but it is too early in the process to determine.

Mayor Potter asked Ken Moore about the UGB and where we stand with that and where we are at in the process of increasing it as there has been "chatter" from certain farming property owners that may be interested in selling portions of their land.

Ken Moore stated that it was discussed in their last meeting, but it is a very difficult process and they had made some headway in the past, but it may have gone off-track after COVID. He will look into this.

Mayor Potter stated that she will keep him in the loop as far as what she hears regarding it.

## **B. Water Advisory Committee**

Water Advisory was on the agenda next. But there was no update due to their being no meeting in May.

## **C. Yamhill Neighborhood Association (1:52:02)**

Robert Davis, Founder of Yamhill Neighborhood Association, 212 N Maple St.

“I’d like to reintroduce myself...my name is Robert Davis. I am the founder of Yamhill Neighborhood Association. We are a 501 C 3 Organization. With that said since we're under the header of committee reports, I would ask the council's permission to call upon Christine [sic] Regalado to deliver an economic development committee report if you so choose. She is on the line right now. And I will speak after she gets done. Christine, are you there?”

Kristen Regalado, 100 South Laurel St. (via zoom)

“Hi, I'm Kristen Regalado here; 100 South Laurel Street. I have been a part of the Economic Development Committee and we've had two meetings so far. We've been meeting once a month we have five members. And, so far, we've just been looking at several small towns that are about the size that we are, and we've been just kind of looking at their ordinances and trying to develop a plan to present to the planning committee so that we can so we can help create an organized plan for future economic development within the city. And we definitely have a lot of work to do, but it's been fun and we're ambitious. And yeah, so far, we've just been kind of like looking at several different cities and trying to kind of like make a game plan.”

Robert Davis

Goes on to state that he is part of the Economic Development Committee and reiterate that they are working on coming up with a plan for further economic development in the City of Yamhill by comparing what other small cities have historically done.

Robert Davis

“I am now speaking as Yamhill Neighborhood Association founder and would like the council's permission, along with YDA which is also your other 501 C 3 organization, to put us back in the presentation part of this agenda. Because YNA is an organization, not a committee. YDA is an organization, not a committee. If you would like an additional Economic Development Committee report, we will oblige you. Other than that, for Yamhill Neighborhood Association that's all I have. Thank you so much.”

Yvette Potter

Thank you, Mr. Davis. I appreciate your report. Yes, thank you, Kristen. I'm excited about what you are doing, and I commend you, actually all of you, for stepping into the waters as Mr. Davis explained. That's it's a big undertaking. And but if we don't step in the water, it never happens. Right? So, we never we never get to the boat. Thank you both. Is there anything else that you would like to report?

Robert Davis

No. Until YNA gets put back on the agenda the way it was... YNA has nothing more to say.

Yvette Potter

All right. We appreciate that.

## **9. COUNCIL REPORTS** (1:57:45)

Yvette Potter

Councilor Corrigan, I know you've had something you wanted to present.

Shea Corrigan

A few things he wanted to address regarding the vacation rentals and Airbnb's. i.e. the City of Yamhill does not have a noise ordinance involving parties or music outside specifically and that was a big problem in Lincoln City had when they started getting a lot of vacation rentals. There are a just a few things like that that he would probably just address directly with planning as they are looking into possible ordinances.

Also, regarding the UGB, Ken Moore had that pretty much nailed down on the urban growth boundaries. That Walt (Wendolowski) just said that he was headed out to kind of decide where that would go and what other places have done and what that looks like. So, he was dead on with we don't really know. Walt is very good about going out and doing research from far and wide and coming back with a tiny little package to say: "well, they've done this here and it worked;" or, "they've done this there and it didn't work so well." And then leaving planning to make the recommendation for the city to make a determination.

Ken Moore stated he has added this to the agenda for the June Planning Commission Meeting.

Jason Wofford asked that the planning commission also look into the fats, oils and grease interceptors and making that a discussion with new buildings coming in soon.

Yvette Potter

It was mentioned during one of the reports report from Yamhill Neighborhood Association about how they have created an Economic Development Committee as part of their association and talking about including the city planner in their discussions, but being careful as to not to utilize the city planner, on city time and city expense, which I do I do want to make a note that yes, that cannot be done and we do appreciate that you take that into consideration when utilizing his services.

The Economic Development Committee I'm curious about that, though. Is that not something that was discussed as being part of the Planning Commission? Did we not as a council? I just need clarification

Shea Corrigan

I believe that to the subcommittee of the Planning Commission. I think that planning had asked for that to happen that there was an Economic Development Committee. And then there's people that volunteered I believe Kristin, Bob and some other folks had.

Yvette Potter

We had a discussion. Ken, can you remind me what that was?

Ken Moore

We were commissioned by the council to appoint a committee and so we did. And that committee was pretty much synonymous or has the same people that are in the Downtown Association.

We appointed it. It's a committee appointed by the by the Planning Commission. That was the intent?

Yvette Potter

They're doing the work that they're doing, which is exceptional and I'm so grateful they're diving into that water, that pond because it's going to be deep. But they, then report, to the Planning Commission, who then works with them and supports...

Ken Moore

Then with ordinances... how we and how we can do that. That's one way to help and when other ways become available that maybe we can help

Yvette Potter

This is good. I just want to make sure we're all on the same page and understanding the same, the same information and the same structure of how it's to occur.

Shea Corrigan

Quick question: Bob, does Yamhill Neighborhood Association have its own economic development committee? Or was that just part of the planning committee?

Robert Davis

So, if you allow me a minute, I'll explain. the reason that I brought the Economic Development Committee into this is because it's (we are) under the heading: Item 10. Committee Reports. Yamhill Neighborhood Association is not a committee and so we don't have a report as such. So, under committee reports, I dropped the Economic Development Committee as a one-time speaking, just to bring the council up to date and also the Planning Commission. I knew Mr. Moore would be here. And so, we didn't have a lot to say but we wanted to make ourselves known. And so other than that, that's the only reason I brought the economic...

Shea Corrigan

So, there was two separate things?

Robert Davis

But YNA is not part of the Economic Development Committee. Okay. However, YNA did start the historical research and has asked for the for the State of Oregon to help us with the historical sections of the downtown situation. And so, because of the historical section, which I started almost over a year ago, and I've met with several people from the state, I have decided to sit on the Economic Development as a help to provide my expertise for the historical section as well as the economic development, but separately from YNA. So, YNA is not actually involved.

Yvette Potter

We understand that. We appreciate that was needing clarification because I got the impression that the Economic Development Committee was a subcommittee of YNA didn't understand that to be.

Robert Davis

We (the Economic Development Committee) are we are a subcommittee of the Planning Commission, and we report to the Planning Commission. This was just a one-time anomaly to get the council's attention because of being under community committee reports.

But with that said, also, let me clarify that YDA is not actually involved in this either they are like me, we there is a member of YDA that is involved in economic development and will bring their expertise as YDA as I will with Yamhill Neighborhood Association and the historical aspect. So, we're bringing all our resources together to build this committee. Yes, and just so that you are aware we have Kristen Regalado, we have myself, we have Kara, and we have Sue Richardson, and we have Angela, who is also on the board of YNA.

Yvette Potter

That's excellent. Thank you for all your hard work.

Mr. Moore as the Planning Commission chair will you be reporting on the reports you receive from the Economic Development Committee?

Ken Moore

Well, sure. Shall we streamline that or make the reports go without understanding the hearing take time and maybe it'll be written if you do it in both meetings.

Yvette Potter

Well as the chair of the Planning Commission, I'm going to leave that up to you. How do you want to manage that? If you want them to provide a report to you and then you report to the council, it would my preference. But if you have a better plan, I'm open to that.

Ken Moore

No, that's fine. I'll bring a synopsis and it will be brief and except when it needs to be longer. And then you can choose to dive into something.

Yvette Potter

Excellent. Thank you for all you do as the chair by the way, that's a lot of work. [Yes, yes, it is.]

Okay, back to Council Reports. councilor Corrigan, did you have additional questions or things that you wanted to continue?

Shea Corrigan

Not really, I had some things that I'm working with Chief on and I'm excited to have something for next meeting.

Mayor Potter asks councilor Askey if he has anything he would like to report. He does not.

that will be exciting. Yes. Excellent.

Mayor Potter then moved on to the resignation letter from Ross Schultz.

Yvette Potter

I know that other counselors were able to see this I will present it to the one counselor who may not have seen it.

All right. So, I'd like to put on record that the City of Yamhill is accepting on June 14, 2023, or as of June 14, Ross Schultz, the interim city administrator's resignation. It states, "At this time I would like to thank you for allowing me to be the Interim City Administrator for the City of Yamhill. I have worked with some great people and enjoyed my time here. However, it is time for me to tender my resignation per the terms of our agreement. It is my intention to set June 30 as my last day as your interim thanks again for the opportunity."

And Mr. Schultz. We really like to thank you for number one volunteering to step into this... and we, unhappily, accept your resignation. But are extremely grateful for your time that you've devoted to our community. Thank you.

There were no more reports from council.

## **12. INFORMATION/ANNOUNCEMENTS**

Under information and announcements, as a copy of the Planning Commission decision that Ken Moore already reported on. With that, Mayor Potter adjourned the meeting.

## **13. ADJOURNMENT**

The meeting was adjourned at 8:48 p.m.

Respectfully Submitted,

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Yvette Potter  
Mayor, City of Yamhill

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ATTEST:  
Angie Fowler, Recorder



# Unfinished Business

## Staff Report - Resolution R- 810

### A Resolution to Transfer Appropriations of \$13,000 from the 2023-24 Sewer Budget Contingency to Sewer Fund Transfers and \$7,000 from the 2023-24 Water Fund Contingency to the Water Fund Transfer appropriations.

#### Background –

In April of 2023 the Budget Committee Approved a budget that included a Transfer of money from the Water and Sewer Funds to the Sidewalk fund to construct a sidewalk around the Public Works Yard, thereby reducing the risk of youth “short cutting” across the yard. The project was included in the Sidewalk fund, but, due to staff error, no funds were transferred from either the Water Fund or Sewer Fund to cover this project. Resolution 810 will transfer money from contingency in both funds to transfers in both funds so that this project can be completed.

#### Action –

At this time staff would like to propose a Resolution Transfer of appropriation in accordance with ORS 294.463. Staff proposes to transfer \$13,000 from Sewer Fund contingency to Sewer Fund Transfers and \$7,000 from the Water Fund Contingency to Water Fund Transfers in the 2023-24 Budget as adopted and Appropriated by Council on June 14<sup>th</sup>, 2023.

#### Financials –

Funds exist to support this transaction in the 2023-24 Budget for Sewer Fund and Water Fund. With the adoption of Resolution – 810 Budgeted Appropriations for 2023-24 will change as follows;

<u>30 Sewer Fund</u>		<u>2023/24</u>		
		<u>Adop. Bud.</u>	<u>In/(Out)</u>	<u>New Bud.</u>
Personal Services		231,401		231,401
Materials and Services		185,000		185,000
Capital		240,000		240,000
Xfers		26,000	13,000	39,000
<u>Contingency</u>		<u>233,929</u>	<u>(13,000)</u>	<u>220,929</u>
Total		\$ 916,330	\$ -	\$ 916,330

<u>20 Water Fund</u>		<u>2023/24</u>		
		<u>Adop. Bud.</u>	<u>In/(Out)</u>	<u>New Bud.</u>
Personal Services		235,201		235,201
Materials and Services		326,850		326,850

Capital	597,000		597,000
Xfers	30,500	7,000	37,500
<u>Contingency</u>	<u>86,134</u>	<u>(7,000)</u>	<u>79,134</u>
Total	\$ 1,275,685	\$ -	\$ 1,275,685

**Staff Recommendation –**

Staff recommends adoption of resolution R-810 A Resolution to Transfer Appropriations of \$13,000 from the 2023-24 Sewer Budget Contingency to Sewer Fund Transfers and \$7,000 from the 2023-24 Water Fund Contingency to the Water Fund Transfers appropriations.

# CITY OF YAMHILL

RESOLUTION NO. R - 810

**A Resolution to Transfer Appropriations of \$13,000 from the 2023-24 Sewer Budget Contingency to Sewer Fund Transfers and \$7,000 from the Water Fund Contingency to the Water Fund Transfer appropriations.**

**Whereas;** The Sewer Fund has contingency funds available to transfer to the Sidewalk Fund; and

**Whereas;** The Water Fund has contingency funds available to transfer to the Sidewalk Fund; and

**Whereas;** The Budget Committee discussed and approved the Public Works Yard perimeter project in the 2023-24 Budget; and

**Whereas;** Staff included the project in the Sidewalk Fund, but did not include the appropriate transfers from Sewer Fund and Water Fund;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAMHILL, THAT**

The Budget Appropriations be amended by Resolution Transfer as detailed by the staff report attached as part of this resolution.

**CITY OF YAMHILL, OREGON**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

By: \_\_\_\_\_

Yvette Potter  
Mayor, City of Yamhill

**ATTEST:**

By: \_\_\_\_\_

Angela Fowler  
City Recorder

# New Business

## Oregon Paid Family Leave Bullet Points

- Due to the city, as an employer, having less than 25 employees, the city does not have to pay into the program.
- Some employers with less than 25 employees have been paying the employee's portion of the cost.
- The average cost for us to pay employees portion would be about \$270.00 a month.
- If an employee uses paid leave, the city does not have to pay their wages.
- The city does not need to decide if an employee is eligible for benefits, the paid leave program makes this decision.

# Department Reports

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

**Number of Calls:**

Number of Calls/Activity:	217
Number of Case Reports:	13
Number of Arrests:	02
Number of Citations:	52
Number of Warnings:	126
Number of Circuit Court Citations:	16

**Hours Worked:**

Greg Graven	169
Travis Van Cleave	142
AJ Miller	160

**Reserves:**

Chris Livingston	88
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**Miles Driven:**

Greg Graven	1084
Travis Van Cleave	685
AJ Miller	731

**Reserves:**

Chris Livingston	391
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