



# City of Yamhill

A small taste of Oregon

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## Council Meeting Packet

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



## **CITY COUNCIL EXECUTIVE SESSION MINUTES**

### **EXECUTIVE SESSION PERMITTED MATTER:**

ORS 192.660(2) (p)

TO CONSIDER MATTERS RELATING TO CYBER SECURITY INFRASTRUCTURE AND RESPONSES TO CYBER SECURITY THREATS

**I. CALL TO ORDER** Mayor Corrigan called the meeting to order at 5:02 p.m.

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**II. ROLL CALL**

**Present, In-Person:** Mayor Shea Corrigan  
Councilors: Tim Askey, Patty Pairan  
Councilor Kim Kind arrived at 5:28 p.m.

**Staff Present, In-Person:** Chief Greg Graven, Police Department; Angie Fowler, City Recorder

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**III. ADJOURNMENT** The meeting adjourned at 5:52 p.m.

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\*Representatives of the news media and designated staff may attend executive sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

\*Executive sessions do not allow for public attendance. No action will be taken in the executive session. If action needs to be taken, the council will do so in regular session.

Signed:

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Shea Corrigan  
Mayor, City of Yamhill

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Angie Fowler  
City Recorder



## CITY COUNCIL MEETING MINUTES

Reports highlighted the city's fire response, police activities, and public works projects, including a new water disinfection building. The council discussed the potential gifting of a fire hydrant to Cove Orchard and the creation of a fund for low-income residents' water meter issues. The IT services agreement with Alexonet was approved, and the TGM grant application was underway. The park fee ordinance was tabled pending the park master plan.

**I. CALL TO ORDER** Mayor Corrigan called the meeting to order at 6:34 p.m.

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**ROLL CALL**

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

**Staff Present, In-Person:** Chief Greg Graven, Police Department.  
Jason Wofford, Public Works Facilities Manager; Angie Fowler, City Recorder

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

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**III. PUBLIC COMMENT** There was no public comment in person or online.

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**IV. AGENDA UPDATES OR ADDITIONS** There were no updates to the agenda.

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**V. CONSENT AGENDA**

A) Financials

B) Minutes 7-9-2025 Council Meeting

**A MOTION TO APPROVE THE CONSENT AGENDA**

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

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

**Nays (0):** None

**The motion carried**

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**VI. DEPARTMENT REPORTS**

A) Administration

Interim City Administrator, Mayor Corrigan, presented the PowerPoint staff report.

B) Police Department

Chief Greg Graven submitted a staff report and police statistics report for the packet. He highlighted an upcoming event for seatbelt operation and enforcement from August 18-31.

C) Public Works

Jason Wofford, Facilities Manager, gave updates on Public Works for the PowerPoint. He verbally reported on the sewer plant disinfection room, water plant intake screen, and plans for sidewalk and proper crosswalks downtown.

He asked about the possibility of helping a neighboring town by gifting surplus fire hydrants. The council agreed to investigate this.

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**VII. COMMITTEE REPORTS**

A) Planning Commission

The planning commission did not have a report for July.

B) Economic Development Committee

Jenny Morrison, EDC Chair, reported on the committee's work on compiling action items and goals from the recent work session with the council and the planning commission. Their projects include helping with architectural and design recommendations for the planning commission. She has also been working with Councilor Askey on downtown Christmas Lights.

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**VIII. COUNCIL REPORTS**

A) Mayor Corrigan Reported on Brett Gailey breaking the land speed record at Bonneville Salt Flats. His family reached out to Chris Featherston about the possibility of a celebration for his victory.

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He has also been working on the TGM Grant for the TSP and working with Alexonet for IT Services.

B) Councilor Pairan reported on her work for the YCSD Newsletter in conjunction with the City of Carlton, kids in town riding electric scooters, and the possibility of creating a fund for low-income people regarding water billing.

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**IX. UNFINISHED BUSINESS**

A) Lighting Ordinance

The lighting ordinance is being reviewed to make sure it coincides with the legislative amendments and then it will be brought before the council for the second reading.

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**X. NEW BUSINESS**

A) IT Services Agreement

**A MOTION FOR STAFF TO MOVE FORWARD WITH THE IT SERVICES AGREEMENT.**

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

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

**Nays (0):** None

**The motion carried.**

B) TGM Grant Update

Our application for the grant was submitted with letters of support.

C) Works Session Council Goals Update

D) Water Contract Update Discussion

**A MOTION TO DIRECT STAFF TO LOOK INTO THE WATER CONTRACT, REACH OUT TO LEGAL, AND TO DEFINE THE CONDITION OF SURPLUS. AND TO PASS THAT INFORMATION ON TO THE WATER DISTRICTS AND ASK FOR ADDITIONAL QUESTIONS THAT COME WITH THAT DEFINITION.**

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

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

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**Nays (0):** None

**The motion carried.**

E) Park Fee Ordinance Discussion

**A MOTION TO TABLE THE PARK FEE ORDINANCE DISCUSSION UNTIL WE RECEIVE ALL OF THE PARK MASTER PLAN INFORMATION**

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

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

**Nays (0):** None

**The motion carried.**

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**XI. INFORMATION/  
ANNOUNCEMENTS**

- A) City/County Dinner
- B) Labor Day, Sept 1 - City Offices Closed
- C) Reminder to complete Volunteer Hours Reporting

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**XII. ADJOURNMENT**

The meeting adjourned at 7:33 p.m.

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Signed,

Attest:

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Shea Corrigan  
Mayor, City of Yamhill

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Angie Fowler, City Recorder

## Angela Fowler

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**From:** Kara Corrigan  
**Sent:** Wednesday, September 3, 2025 4:08 PM  
**To:** Angela Fowler  
**Subject:** Financials for September Council

- [REDACTED]
- In the General Fund the second half of the planning grant for fiscal year 2024-2025 came in July, so you will see \$41,926.28 in revenue with no amount budgeted as income.
  - Water Fund shows a Miscellaneous Income for \$14,614.86 without revenue budgeted for. This is where the monies landed for the fuel shelter down at public works that was taken out by the semi-truck. The fuel shelter is currently being rebuilt.
  - Water and Sewer Fund show Miscellaneous Income in the amount of \$640.50 from Newberg Ford for licensing reimbursement.
- [REDACTED]

Kara Corrigan  
Accounting Manager  
City of Yamhill  
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(503) 662-3511 Ext. 103  
Fax (503) 662-4589



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# General Fund Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>General Revenues</b>					
4932	Business License	75.00	600.00	950.00	63.16%
4902	Cigarette Taxes	61.91	118.37	750.00	15.78%
4915	Dog License Revenue	0.00	228.00	150.00	152.00%
4925	Franchise Fees	0.00	0.00	65,000.00	0.00%
4944	Grant - ODOT DUII	0.00	0.00	4,000.00	0.00%
4942	Grant - ODOT Seat Belt	0.00	2,301.97	5,000.00	46.04%
4943	Grant - ODOT Speed	0.00	0.00	5,000.00	0.00%
4945	Grant -ODOT Distracted Driving	0.00	0.00	5,000.00	0.00%
4952	Interest Income	1,069.44	2,130.02	0.00	0.00%
4962	Land Use Fees	0.00	0.00	1,000.00	0.00%
4903	Liquor Taxes	0.00	3,532.41	22,000.00	16.06%
4098	Marijuana Tax	0.00	0.00	1,700.00	0.00%
4913	Miscellaneous Income	917.11	1,508.98	3,500.00	43.11%
4928	Municipal Court Fees	1,370.00	3,080.54	30,000.00	10.27%
4924	Municipal Court Fines	2,580.00	7,020.00	45,000.00	15.60%
4941	Municipal Court Training Assmt	72.00	180.00	1,200.00	15.00%
4951	National Night Out	0.00	0.00	2,000.00	0.00%
4961	Park Fees	350.00	390.00	2,000.00	19.50%
4957	Park User Fees	0.00	0.00	12,936.00	0.00%
4948	Planning Grant	0.00	41,926.28	0.00	0.00%
4914	Police Misc. Income	926.00	1,878.50	10,000.00	18.79%
4922	Police Service Fee	3,200.56	6,542.94	33,540.00	19.51%
4950	Police SRO-Yamhill/Carlton SD	0.00	0.00	12,500.00	0.00%
4901	Previously Levied Taxes	1,835.01	2,668.55	10,000.00	26.69%
4900	Property Tax Revenue	0.00	4,500.77	430,000.00	1.05%
4904	State Revenue Sharing	3,515.44	3,515.44	15,000.00	23.44%
4923	Towing Fees	0.00	0.00	100.00	0.00%
4990	Transfer In - City Hall Rsv	0.00	16,207.00	16,207.00	100.00%
4982	Transfer In - Sewer Fund	0.00	25,000.00	25,000.00	100.00%
4981	Transfer In - Water Fund	0.00	75,000.00	75,000.00	100.00%
4985	Transfer In -Police Veh Resv	0.00	28,582.00	28,582.00	100.00%
4996	Transfer In Acer	0.00	19,801.00	19,801.00	100.00%
<b>General Revenues Totals</b>		<b>\$15,972.47</b>	<b>\$246,712.77</b>	<b>\$882,916.00</b>	
<b>Revenue</b>		<b>\$15,972.47</b>	<b>\$246,712.77</b>	<b>\$882,916.00</b>	
<b>Gross Profit</b>		<b>\$15,972.47</b>	<b>\$246,712.77</b>	<b>\$882,916.00</b>	
<b>Expenses</b>					
<b>Administrative Dept</b>					
6124	Accounting Clerk	1,152.36	2,294.66	15,870.00	14.46%
6325	Ads & Printing	0.00	0.00	1,200.00	0.00%
6300	Attorney/Legal Fees	242.50	242.50	8,000.00	3.03%
6301	Audit Fees	0.00	0.00	9,200.00	0.00%
6412	Building Maintenance	0.00	0.00	2,000.00	0.00%
6335	Christmas Decorations	0.00	0.00	1,000.00	0.00%
6102	City Clerk	1,289.15	2,567.03	17,644.00	14.55%
6123	City Recorder	1,028.71	2,048.43	14,089.00	14.54%
6306	Contract Services	0.00	0.00	5,000.00	0.00%
6305	Dues, Travel, Training	923.35	2,348.67	5,000.00	46.97%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%



# Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
6309	Janitorial Services	0.00	0.00	1,500.00	0.00%
6202	Liability Insurance	0.00	11,750.95	12,000.00	97.92%
6252	Miscellaneous Expense	0.00	0.00	600.00	0.00%
6328	Office Supplies	162.67	162.67	2,000.00	8.13%
6200	Operations & Maint	1,427.31	1,687.15	8,000.00	21.09%
6120	Payroll Expense	3,319.94	9,203.27	35,702.00	25.78%
6329	Postage	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	243.00	0.00%
6210	Utilities	1,234.42	1,548.10	12,735.00	12.16%
<b>Administrative Dept Totals</b>		<b>\$10,780.41</b>	<b>\$33,853.43</b>	<b>\$153,283.00</b>	
<b>City Council</b>					
6305	Dues, Travel, Training	440.38	440.38	1,500.00	29.36%
6252	Miscellaneous Expense	0.00	120.00	1,000.00	12.00%
6328	Office Supplies	0.00	0.00	100.00	0.00%
<b>City Council Totals</b>		<b>\$440.38</b>	<b>\$560.38</b>	<b>\$2,600.00</b>	
<b>Municipal Court</b>					
6250	Assessments	1,660.00	1,660.00	13,000.00	12.77%
6300	Attorney/Legal Fees	0.00	0.00	150.00	0.00%
6224	Bail Refunds	10.00	10.00	300.00	3.33%
6102	City Clerk	1,289.16	2,567.05	17,643.00	14.55%
6310	Court Interpreter	100.00	200.00	1,200.00	16.67%
6305	Dues, Travel, Training	0.00	130.00	2,100.00	6.19%
6311	Municipal Judge	250.00	500.00	3,000.00	16.67%
6328	Office Supplies	0.00	0.00	500.00	0.00%
6200	Operations & Maint	144.06	220.24	1,400.00	15.73%
6120	Payroll Expense	1,194.55	3,043.58	13,233.00	23.00%
<b>Municipal Court Totals</b>		<b>\$4,647.77</b>	<b>\$8,330.87</b>	<b>\$52,526.00</b>	
<b>Park Dept</b>					
6200	Operations & Maint	14.66	434.79	10,000.00	4.35%
6120	Payroll Expense	1,042.64	2,703.65	11,536.00	23.44%
6401	Trees	0.00	0.00	4,500.00	0.00%
6210	Utilities	96.15	96.15	1,500.00	6.41%
6109	Utility Worker I	517.38	1,030.06	7,126.00	14.45%
6108	Utility Worker II	599.22	1,192.98	8,256.00	14.45%
<b>Park Dept Totals</b>		<b>\$2,270.05</b>	<b>\$5,457.63</b>	<b>\$42,918.00</b>	
<b>Planning Dept</b>					
6124	Accounting Clerk	460.94	917.86	6,348.00	14.46%
6325	Ads & Printing	0.00	0.00	2,500.00	0.00%
6303	City Planner	900.00	900.00	14,000.00	6.43%
6123	City Recorder	447.27	890.63	6,126.00	14.54%
6306	Contract Services	0.00	0.00	10,000.00	0.00%
6328	Office Supplies	0.00	0.00	150.00	0.00%
6120	Payroll Expense	825.97	2,424.60	9,356.00	25.91%
<b>Planning Dept Totals</b>		<b>\$2,634.18</b>	<b>\$5,133.09</b>	<b>\$48,480.00</b>	
<b>Police Dept</b>					
6304	911 YCOM Dispatch	1,452.58	2,785.16	22,000.00	12.66%
6300	Attorney/Legal Fees	0.00	0.00	3,100.00	0.00%
6944	Central Square CAD	0.00	0.00	10,000.00	0.00%
6305	Dues, Travel, Training	631.00	1,311.00	4,500.00	29.13%
6221	Equipment/Maintenance	0.00	0.00	5,000.00	0.00%
6337	Fuel	857.14	857.14	13,400.00	6.40%
6333	Investigation Expenses	0.00	0.00	1,250.00	0.00%

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
6202	Liability Insurance	0.00	18,550.97	18,800.00	98.68%
6252	Miscellaneous Expense	0.00	0.00	650.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	4,000.00	0.00%
6336	National Night Out Expense	1,018.09	1,368.51	2,000.00	68.43%
6117	ODOT Grant Payroll	1,025.00	1,525.00	18,500.00	8.24%
6328	Office Supplies	33.47	33.47	2,475.00	1.35%
6115	Overtime	1,175.00	1,300.00	10,000.00	13.00%
6120	Payroll Expense	11,701.12	27,114.69	200,000.00	13.56%
6254	Peer Support Expense	0.00	0.00	210.00	0.00%
6104	Police Chief	10,762.72	19,746.83	117,832.00	16.76%
6122	Police Corporal	6,391.31	13,179.37	83,075.00	15.86%
6331	Police Equipment	0.00	0.00	10,000.00	0.00%
6976	Police Radios	0.00	0.00	1,500.00	0.00%
6404	Policy & Procedure Manual	0.00	2,367.46	2,367.00	100.02%
6106	Reserve Officer	700.00	700.00	12,500.00	5.60%
6327	Resource Materials	0.00	0.00	1,150.00	0.00%
6330	Uniform Allowance	235.49	235.49	3,600.00	6.54%
6210	Utilities	833.76	833.76	5,250.00	15.88%
6405	Vehicle Lease	0.00	0.00	12,450.00	0.00%
6027	Vehicle Maintenance	475.05	475.05	16,500.00	2.88%
<b>Police Dept Totals</b>		<b>\$37,291.73</b>	<b>\$92,383.90</b>	<b>\$583,109.00</b>	
<b>Expenses</b>		<b>\$58,064.52</b>	<b>\$145,719.30</b>	<b>\$882,916.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$42,092.05)</b>	<b>\$100,993.47</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$42,092.05)</b>	<b>\$100,993.47</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	(28,004.11)	(171,089.63)	0.00	0.00%
Net Change in Fund Balance	(42,092.05)	100,993.47	0.00	0.00%
Ending Fund Balance	(70,096.16)	(70,096.16)	0.00	0.00%

#### Report Options

Fund: General Fund

Period: 8/1/2025 to 8/31/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Display Subtotals: No

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	24,260.00	0.00%
4952	Interest Income	64.20	127.87	941.00	13.59%
4921	Municipal Court Equip Assmt	48.00	120.00	800.00	15.00%
4982	Transfer In - Sewer Fund	0.00	13,500.00	13,500.00	100.00%
4981	Transfer In - Water Fund	0.00	13,500.00	13,500.00	100.00%
	<b>Revenue</b>	<b>\$112.20</b>	<b>\$27,247.87</b>	<b>\$53,001.00</b>	
	<b>Gross Profit</b>	<b>\$112.20</b>	<b>\$27,247.87</b>	<b>\$53,001.00</b>	
<b>Expenses</b>					
6403	Copy/Postal/Computing	660.69	660.69	3,200.00	20.65%
6414	Software	700.00	4,397.19	5,000.00	87.94%
6408	Support Services	99.00	198.00	5,000.00	3.96%
6531	Transfer Out (Gen Fund)	0.00	19,801.00	19,801.00	100.00%
6032	Website/IT	1,430.00	1,430.00	20,000.00	7.15%
	<b>Expenses</b>	<b>\$2,889.69</b>	<b>\$26,486.88</b>	<b>\$53,001.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$2,777.49)</b>	<b>\$760.99</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$2,777.49)</b>	<b>\$760.99</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	45,238.09	41,699.61	0.00	0.00%
	Net Change in Fund Balance	(2,777.49)	760.99	0.00	0.00%
	Ending Fund Balance	42,460.60	42,460.60	0.00	0.00%

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

Account Number		Current Period Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	15,836.00	0.00%
4952	Interest Income	19.63	39.10	371.00	10.54%
	<b>Revenue</b>	<b>\$19.63</b>	<b>\$39.10</b>	<b>\$16,207.00</b>	
	<b>Gross Profit</b>	<b>\$19.63</b>	<b>\$39.10</b>	<b>\$16,207.00</b>	
<b>Expenses</b>					
6531	Transfer Out (Gen Fund)	0.00	16,207.00	16,207.00	100.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$16,207.00</b>	<b>\$16,207.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$19.63</b>	<b>(\$16,167.90)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$19.63</b>	<b>(\$16,167.90)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	14.04	16,201.57	0.00	0.00%
	Net Change in Fund Balance	19.63	(16,167.90)	0.00	0.00%
	Ending Fund Balance	33.67	33.67	0.00	0.00%

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	23,793.00	0.00%
4952	Interest Income	34.62	68.95	789.00	8.74%
4926	Vehicle Replacement Assmt	240.00	600.00	4,000.00	15.00%
	<b>Revenue</b>	<b>\$274.62</b>	<b>\$668.95</b>	<b>\$28,582.00</b>	
	<b>Gross Profit</b>	<b>\$274.62</b>	<b>\$668.95</b>	<b>\$28,582.00</b>	
<b>Expenses</b>					
6531	Transfer Out (Gen Fund)	0.00	28,582.00	28,582.00	100.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$28,582.00</b>	<b>\$28,582.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$274.62</b>	<b>(\$27,913.05)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$274.62</b>	<b>(\$27,913.05)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	(4,815.67)	23,372.00	0.00	0.00%
	Net Change in Fund Balance	274.62	(27,913.05)	0.00	0.00%
	Ending Fund Balance	(4,541.05)	(4,541.05)	0.00	0.00%

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	40,083.00	0.00%
4952	Interest Income	49.92	99.42	1,127.00	8.82%
	<b>Revenue</b>	<b>\$49.92</b>	<b>\$99.42</b>	<b>\$41,210.00</b>	
	<b>Gross Profit</b>	<b>\$49.92</b>	<b>\$99.42</b>	<b>\$41,210.00</b>	
<b>Expenses</b>					
6124	Accounting Clerk	460.94	917.86	6,348.00	14.46%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6123	City Recorder	447.27	890.63	6,126.00	14.54%
6251	Economic Development Loan	0.00	0.00	18,380.00	0.00%
6120	Payroll Expense	825.97	2,424.60	9,356.00	25.91%
	<b>Expenses</b>	<b>\$1,734.18</b>	<b>\$4,233.09</b>	<b>\$41,210.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$1,684.26)</b>	<b>(\$4,133.67)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$1,684.26)</b>	<b>(\$4,133.67)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	41,949.37	44,398.78	0.00	0.00%
	Net Change in Fund Balance	(1,684.26)	(4,133.67)	0.00	0.00%
	Ending Fund Balance	40,265.11	40,265.11	0.00	0.00%

# Building Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	30,573.00	0.00%
4939	Code Compliance Fees	375.00	625.00	1,000.00	62.50%
4938	County Building Services	631.65	631.65	2,000.00	31.58%
4952	Interest Income	41.62	82.90	790.00	10.49%
<b>Revenue</b>		<b>\$1,048.27</b>	<b>\$1,339.55</b>	<b>\$34,363.00</b>	
<b>Gross Profit</b>		<b>\$1,048.27</b>	<b>\$1,339.55</b>	<b>\$34,363.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6124	Accounting Clerk	230.48	458.94	3,174.00	14.46%
6123	City Recorder	223.64	445.32	3,063.00	14.54%
6119	Facilities Manager	229.41	451.16	3,142.00	14.36%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	595.10	1,680.21	7,034.00	23.89%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	17,800.00	0.00%
<b>Expenses</b>		<b>\$1,278.63</b>	<b>\$3,035.63</b>	<b>\$34,363.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$230.36)</b>	<b>(\$1,696.08)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$230.36)</b>	<b>(\$1,696.08)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	16,722.96	18,188.68	0.00	0.00%
	Net Change in Fund Balance	(230.36)	(1,696.08)	0.00	0.00%
	Ending Fund Balance	16,492.60	16,492.60	0.00	0.00%

# Public Works Reserve Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	39,662.00	0.00%
4952	Interest Income	133.60	266.09	636.00	41.84%
4982	Transfer In - Sewer Fund	0.00	22,500.00	22,500.00	100.00%
4981	Transfer In - Water Fund	0.00	22,500.00	22,500.00	100.00%
4992	Transfer In- Water Depr	0.00	25,000.00	25,000.00	100.00%
<b>Revenue</b>		<b>\$133.60</b>	<b>\$70,266.09</b>	<b>\$110,298.00</b>	
<b>Gross Profit</b>		<b>\$133.60</b>	<b>\$70,266.09</b>	<b>\$110,298.00</b>	
<b>Expenses</b>					
6415	Lab/Office	0.00	0.00	10,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	45,298.00	0.00%
6422	Utility Truck Purchase	0.00	38,347.47	45,000.00	85.22%
<b>Expenses</b>		<b>\$0.00</b>	<b>\$38,347.47</b>	<b>\$100,298.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$133.60</b>	<b>\$31,918.62</b>	<b>\$10,000.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$133.60</b>	<b>\$31,918.62</b>	<b>\$10,000.00</b>	

### Fund Balances

Beginning Fund Balance	69,457.44	37,672.42	0.00	0.00%
Net Change in Fund Balance	133.60	31,918.62	10,000.00	0.00%
Ending Fund Balance	69,591.04	69,591.04	0.00	0.00%

### Report Options

Fund: Public Works Reserve Fund

Period: 8/1/2025 to 8/31/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Public Works Reserve



# Water Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance		0.00	319,107.00	0.00%
4967	Biz Oregon Grant Match		0.00	350,000.00	0.00%
4968	Fema Admin Grant		0.00	90,000.00	0.00%
4966	Fema Grant		0.00	3,150,000.00	0.00%
4952	Interest Income	6,450.67	12,847.85	30,000.00	42.83%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	320.25	14,614.86	0.00	0.00%
4940	Security Deposits	1,128.82	2,342.26	3,500.00	66.92%
4960	Users Fees	124,210.38	232,325.18	1,183,000.00	19.64%
4958	Water Connection Fees		1,950.00	8,000.00	24.38%
<b>Revenue</b>		<b>\$132,110.12</b>	<b>\$264,080.15</b>	<b>\$5,325,607.00</b>	
<b>Gross Profit</b>		<b>\$132,110.12</b>	<b>\$264,080.15</b>	<b>\$5,325,607.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6124	Accounting Clerk	1,152.36	2,294.66	15,871.00	14.46%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees		0.00	11,000.00	0.00%
6301	Audit Fees		0.00	9,200.00	0.00%
6326	Chemicals		0.00	20,000.00	0.00%
6102	City Clerk	1,289.16	2,567.05	17,643.00	14.55%
6123	City Recorder	1,118.16	2,226.57	15,314.00	14.54%
6306	Contract Services	6,637.58	8,800.58	80,000.00	11.00%
6427	Deposit Refund	50.67	50.67	650.00	7.80%
6981	Disinfection	35.92	35.92	0.00	0.00%
6237	Distribution System	5,553.16	6,340.50	50,000.00	12.68%
6305	Dues, Travel, Training	2,744.41	3,244.41	6,000.00	54.07%
6334	Emergency Services		0.00	3,000.00	0.00%
6119	Facilities Manager	2,179.39	4,285.98	29,854.00	14.36%
6338	Fema Contract Services		0.00	25,000.00	0.00%
6448	Fema Match Biz Oregon Grant		0.00	350,000.00	0.00%
6447	Fema Tank		0.00	3,150,000.00	0.00%
6438	Fema Travel		0.00	5,000.00	0.00%
6337	Fuel	512.90	512.90	4,000.00	12.82%
6407	Intake Structure		0.00	76,344.00	0.00%
6232	Large Meter Testing		0.00	1,600.00	0.00%
6202	Liability Insurance		37,750.96	38,000.00	99.34%
6233	Meter Replacement		0.00	8,000.00	0.00%
6203	Misc. Tools	499.00	499.00	1,000.00	49.90%
6328	Office Supplies	29.63	29.63	1,000.00	2.96%
6446	Olive/Camellia/Moores		0.00	318,936.00	0.00%
6200	Operations & Maint	4,207.94	9,565.36	47,000.00	20.35%
6115	Overtime	580.51	825.82	5,000.00	16.52%
6118	Pager Pay	224.00	450.00	3,500.00	12.86%
6120	Payroll Expense	9,495.16	24,898.67	123,814.00	20.11%
6204	Permits		0.00	4,000.00	0.00%
6121	Plant Operator	2,320.48	4,619.83	31,758.00	14.55%
6329	Postage	194.55	194.55	2,000.00	9.73%
6441	Res. to Plant Tie Feasibility		0.00	75,000.00	0.00%

# Water Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
6795	Reserve for Contingencies		0.00	306,968.00	0.00%
6521	Reserve Transfer (ACER Reserve)		13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	833.74	833.74	3,500.00	23.82%
6417	Sludge Hauling		0.00	3,500.00	0.00%
6531	Transfer Out (Gen Fund)		75,000.00	75,000.00	100.00%
6525	Transfer Out (PW Reserve)		22,500.00	22,500.00	100.00%
6524	Transfer Out (Water Debt Svc)		210,000.00	210,000.00	100.00%
6210	Utilities	1,910.41	2,084.25	32,710.00	6.37%
6109	Utility Worker I	1,552.16	3,090.20	21,378.00	14.46%
6108	Utility Worker II	1,797.64	3,578.92	24,767.00	14.45%
6027	Vehicle Maintenance		0.00	2,000.00	0.00%
<b>Other Expense</b>					
6201	Lab Equipment		0.00	5,200.00	0.00%
6440	Transmission Line Feasibility		0.00	75,000.00	0.00%
<b>Expenses</b>		<b>\$44,918.93</b>	<b>\$439,780.17</b>	<b>\$5,325,607.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$87,191.19</b>	<b>(\$175,700.02)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$87,191.19</b>	<b>(\$175,700.02)</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	(48,123.84)	214,767.37	0.00	0.00%
Net Change in Fund Balance	87,191.19	(175,700.02)	0.00	0.00%
Ending Fund Balance	39,067.35	39,067.35	0.00	0.00%

# Water Debt Depreciation Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	45,371.00	0.00%
4952	Interest Income	56.11	111.75	949.00	11.78%
	<b>Revenue</b>	<b>\$56.11</b>	<b>\$111.75</b>	<b>\$46,320.00</b>	
	<b>Gross Profit</b>	<b>\$56.11</b>	<b>\$111.75</b>	<b>\$46,320.00</b>	
<b>Expenses</b>					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	15,820.00	0.00%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6525	Transfer Out (PW Reserve)	0.00	25,000.00	25,000.00	100.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$46,320.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$56.11</b>	<b>(\$24,888.25)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$56.11</b>	<b>(\$24,888.25)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	21,359.93	46,304.29	0.00	0.00%
	Net Change in Fund Balance	56.11	(24,888.25)	0.00	0.00%
	Ending Fund Balance	21,416.04	21,416.04	0.00	0.00%

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	227,448.00	0.00%
4952	Interest Income	292.89	583.36	14,362.00	4.06%
4792	System Development Charges	0.00	29,820.00	0.00	0.00%
	<b>Revenue</b>	<b>\$292.89</b>	<b>\$30,403.36</b>	<b>\$241,810.00</b>	
	<b>Gross Profit</b>	<b>\$292.89</b>	<b>\$30,403.36</b>	<b>\$241,810.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	193,810.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$241,810.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$292.89</b>	<b>\$30,403.36</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$292.89</b>	<b>\$30,403.36</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	440,339.47	410,229.00	0.00	0.00%
	Net Change in Fund Balance	292.89	30,403.36	0.00	0.00%
	Ending Fund Balance	440,632.36	440,632.36	0.00	0.00%

# Water Debt Service

## Statement of Revenue and Expenditures

Account Number	Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
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### Revenue & Expenditures

#### Revenue

4100	Beginning Budget Balance	0.00	0.00	306,094.00	0.00%
4952	Interest Income	637.45	1,269.61	10,174.00	12.48%
4981	Transfer In - Water Fund	0.00	210,000.00	210,000.00	100.00%
<b>Revenue</b>		<b>\$637.45</b>	<b>\$211,269.61</b>	<b>\$526,268.00</b>	
<b>Gross Profit</b>		<b>\$637.45</b>	<b>\$211,269.61</b>	<b>\$526,268.00</b>	

#### Expenses

6150	Debt Service Expense	0.00	0.00	147,876.00	0.00%
6945	Debt Service Interest	0.00	0.00	68,277.00	0.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	251,993.00	0.00%
<b>Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$526,268.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$637.45</b>	<b>\$211,269.61</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$637.45</b>	<b>\$211,269.61</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	510,573.53	299,941.37	0.00	0.00%
Net Change in Fund Balance	637.45	211,269.61	0.00	0.00%
Ending Fund Balance	511,210.98	511,210.98	0.00	0.00%

#### Report Options

Fund: Water Debt Service  
 Period: 8/1/2025 to 8/31/2025  
 Detail Level: Level 1 Accounts  
 Display Account Categories: No  
 Display Subtotals: No  
 Revenue Reporting Method: Actual - Budget  
 Expense Reporting Method: Actual - Budget  
 Budget: Water Debt Service

# Sewer Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4917	Backflow Testing Fees	0.00	0.00	2,000.00	0.00%
4100	Beginning Budget Balance	0.00	0.00	527,782.00	0.00%
4952	Interest Income	1,317.81	2,624.69	22,415.00	11.71%
4913	Miscellaneous Income	320.25	320.25	0.00	0.00%
4940	Security Deposits	1,105.44	2,368.80	3,500.00	67.68%
4916	Sewer Connection Fees	0.00	600.00	12,000.00	5.00%
4920	Sewer Inspections	0.00	462.00	8,000.00	5.78%
4918	Sewer Services	0.00	0.00	2,000.00	0.00%
4960	Users Fees	44,199.73	91,427.84	510,272.00	17.92%
<b>Revenue</b>		<b>\$46,943.23</b>	<b>\$97,803.58</b>	<b>\$1,087,969.00</b>	
<b>Gross Profit</b>		<b>\$46,943.23</b>	<b>\$97,803.58</b>	<b>\$1,087,969.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6124	Accounting Clerk	1,152.36	2,294.66	15,871.00	14.46%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6300	Attorney/Legal Fees	0.00	0.00	1,500.00	0.00%
6301	Audit Fees	0.00	0.00	9,200.00	0.00%
6326	Chemicals	0.00	0.00	2,200.00	0.00%
6102	City Clerk	1,289.16	2,567.05	17,644.00	14.55%
6123	City Recorder	1,118.17	2,226.57	15,314.00	14.54%
6227	Collection System	2,202.00	2,202.00	45,000.00	4.89%
6306	Contract Services	9,858.23	9,858.23	40,000.00	24.65%
6427	Deposit Refund	0.00	0.00	2,000.00	0.00%
6981	Disinfection	0.00	1,415.00	180,000.00	0.79%
6305	Dues, Travel, Training	350.38	480.38	4,500.00	10.68%
6745	Ellie's Lift Station	0.00	0.00	100,000.00	0.00%
6334	Emergency Services	0.00	0.00	7,000.00	0.00%
6119	Facilities Manager	2,179.39	4,285.99	29,853.00	14.36%
6337	Fuel	512.90	512.90	3,500.00	14.65%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	0.00	14,750.96	15,000.00	98.34%
6203	Misc. Tools	0.00	0.00	1,500.00	0.00%
6230	Office Equip/Maint/Supplies	29.62	29.62	1,000.00	2.96%
6200	Operations & Maint	2,392.92	3,451.70	41,000.00	8.42%
6115	Overtime	580.50	825.80	2,500.00	33.03%
6118	Pager Pay	224.00	450.00	3,500.00	12.86%
6120	Payroll Expense	8,264.19	21,630.01	110,402.00	19.59%
6204	Permits	3,949.92	3,949.92	5,250.00	75.24%
6121	Plant Operator	2,320.48	4,619.83	31,758.00	14.55%
6329	Postage	194.54	194.54	2,000.00	9.73%
6795	Reserve for Contingencies	0.00	0.00	94,016.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	444.97	444.97	5,500.00	8.09%
6417	Sludge Hauling	0.00	0.00	10,000.00	0.00%
6987	South Cedar Street	0.00	0.00	48,000.00	0.00%
6531	Transfer Out (Gen Fund)	0.00	25,000.00	25,000.00	100.00%
6525	Transfer Out (PW Reserve)	0.00	22,500.00	22,500.00	100.00%
6536	Transfer Out (Sewer Debt)	0.00	81,595.00	81,595.00	100.00%

# Sewer Fund

## Statement of Revenue and Expenditures

		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Account Number					
6946	Transfer Out (Stormwater)	0.00	23,813.00	23,813.00	100.00%
6210	Utilities	2,404.10	3,031.50	27,490.00	11.03%
6109	Utility Worker I	1,034.78	2,060.14	14,252.00	14.46%
6108	Utility Worker II	1,198.42	2,385.94	16,511.00	14.45%
6027	Vehicle Maintenance	188.06	188.06	6,000.00	3.13%
<b>Other Expense</b>					
6201	Lab Equipment	0.00	0.00	2,100.00	0.00%
<b>Expenses</b>		<b>\$41,889.09</b>	<b>\$250,263.77</b>	<b>\$1,087,969.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$5,054.14</b>	<b>(\$152,460.19)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$5,054.14</b>	<b>(\$152,460.19)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
Beginning Fund Balance		348,609.00	506,123.33	0.00	0.00%
Net Change in Fund Balance		5,054.14	(152,460.19)	0.00	0.00%
Ending Fund Balance		353,663.14	353,663.14	0.00	0.00%

# Sewer System Reserve Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	65,761.00	0.00%
4952	Interest Income	81.54	162.40	1,558.00	10.42%
	<b>Revenue</b>	<b>\$81.54</b>	<b>\$162.40</b>	<b>\$67,319.00</b>	
	<b>Gross Profit</b>	<b>\$81.54</b>	<b>\$162.40</b>	<b>\$67,319.00</b>	
<b>Expenses</b>					
6949	PLC/MCC Panel	0.00	0.00	5,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	47,319.00	0.00%
6741	System Improvements	0.00	0.00	15,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,319.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$81.54</b>	<b>\$162.40</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$81.54</b>	<b>\$162.40</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	67,373.13	67,292.27	0.00	0.00%
	Net Change in Fund Balance	81.54	162.40	0.00	0.00%
	Ending Fund Balance	67,454.67	67,454.67	0.00	0.00%



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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	443,440.00	0.00%
4952	Interest Income	550.80	1,097.03	11,296.00	9.71%
4792	System Development Charges	0.00	17,752.00	0.00	0.00%
	<b>Revenue</b>	<b>\$550.80</b>	<b>\$18,849.03</b>	<b>\$454,736.00</b>	
	<b>Gross Profit</b>	<b>\$550.80</b>	<b>\$18,849.03</b>	<b>\$454,736.00</b>	
<b>Expenses</b>					
6981	Disinfection	0.00	0.00	46,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	396,736.00	0.00%
6987	South Cedar Street	0.00	0.00	12,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$454,736.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$550.80</b>	<b>\$18,849.03</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$550.80</b>	<b>\$18,849.03</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	603,486.53	585,188.30	0.00	0.00%
	Net Change in Fund Balance	550.80	18,849.03	0.00	0.00%
	Ending Fund Balance	604,037.33	604,037.33	0.00	0.00%

# Sewer Debt Service

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Transfers In</b>					
4982	Transfer In - Sewer Fund	0.00	81,595.00	81,595.00	100.00%
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	56,738.00	0.00%
4952	Interest Income	170.60	339.79	2,514.00	13.52%
<b>Revenue</b>		<b>\$170.60</b>	<b>\$81,934.79</b>	<b>\$140,847.00</b>	
<b>Gross Profit</b>		<b>\$170.60</b>	<b>\$81,934.79</b>	<b>\$140,847.00</b>	
<b>Expenses</b>					
<b>Capital Reserve</b>					
6150	Debt Service Expense	0.00	900.00	71,600.00	1.26%
6945	Debt Service Interest	0.00	0.00	9,991.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	59,256.00	0.00%
<b>Expenses</b>		<b>\$0.00</b>	<b>\$900.00</b>	<b>\$140,847.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$170.60</b>	<b>\$81,034.79</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$170.60</b>	<b>\$81,034.79</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	127,050.67	46,186.48	0.00	0.00%
	Net Change in Fund Balance	170.60	81,034.79	0.00	0.00%
	Ending Fund Balance	127,221.27	127,221.27	0.00	0.00%

# Street Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	84,835.00	0.00%
4952	Interest Income	540.29	1,076.10	5,326.00	20.20%
4292	Recology Franchise Fees	232.84	627.76	5,400.00	11.63%
4494	Sidewalk Deposits	0.00	0.00	1,500.00	0.00%
4959	Small Cities Grant	0.00	0.00	250,000.00	0.00%
4290	State Gas Tax Revenue	6,481.29	15,329.15	99,000.00	15.48%
<b>Revenue</b>		<b>\$7,254.42</b>	<b>\$17,033.01</b>	<b>\$446,061.00</b>	
<b>Gross Profit</b>		<b>\$7,254.42</b>	<b>\$17,033.01</b>	<b>\$446,061.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6123	City Recorder	89.46	178.14	1,225.00	14.54%
6306	Contract Services	0.00	645.00	20,000.00	3.23%
6427	Deposit Refund	0.00	0.00	500.00	0.00%
6119	Facilities Manager	1,147.05	2,255.79	15,712.00	14.36%
6200	Operations & Maint	1,349.88	1,875.08	10,000.00	18.75%
6120	Payroll Expense	2,081.19	5,875.18	25,686.00	22.87%
6121	Plant Operator	515.66	1,026.62	7,057.00	14.55%
6795	Reserve for Contingencies	0.00	0.00	70,726.00	0.00%
6988	Small Cities Grant Sidewalks	0.00	0.00	250,000.00	0.00%
6229	Street Lights	1,860.94	1,860.94	22,900.00	8.13%
6222	Street Maintenance	0.00	0.00	12,000.00	0.00%
6109	Utility Worker I	344.92	686.69	4,751.00	14.45%
6108	Utility Worker II	399.48	795.32	5,504.00	14.45%
<b>Expenses</b>		<b>\$7,788.58</b>	<b>\$15,198.76</b>	<b>\$446,061.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$534.16)</b>	<b>\$1,834.25</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$534.16)</b>	<b>\$1,834.25</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
Beginning Fund Balance		4,029.00	1,660.59	0.00	0.00%
Net Change in Fund Balance		(534.16)	1,834.25	0.00	0.00%
Ending Fund Balance		3,494.84	3,494.84	0.00	0.00%

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

Account Number		Current Period Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	170,940.00	0.00%
4952	Interest Income	213.39	425.01	5,236.00	8.12%
4792	System Development Charges	0.00	9,804.00	0.00	0.00%
	<b>Revenue</b>	<b>\$213.39</b>	<b>\$10,229.01</b>	<b>\$176,176.00</b>	
	<b>Gross Profit</b>	<b>\$213.39</b>	<b>\$10,229.01</b>	<b>\$176,176.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	97,076.00	0.00%
6989	Small Cities Grant Match	0.00	0.00	57,300.00	0.00%
6948	Transportation System Plan	0.00	0.00	21,800.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$176,176.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$213.39</b>	<b>\$10,229.01</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$213.39</b>	<b>\$10,229.01</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	270,201.09	260,185.47	0.00	0.00%
	Net Change in Fund Balance	213.39	10,229.01	0.00	0.00%
	Ending Fund Balance	270,414.48	270,414.48	0.00	0.00%

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	14,384.00	0.00%
4952	Interest Income	17.83	35.51	333.00	10.66%
	<b>Revenue</b>	<b>\$17.83</b>	<b>\$35.51</b>	<b>\$14,717.00</b>	
	<b>Gross Profit</b>	<b>\$17.83</b>	<b>\$35.51</b>	<b>\$14,717.00</b>	
<b>Expenses</b>					
6402	Equipment Replacement	0.00	0.00	1,500.00	0.00%
6413	Gen Park Mxt & Improvement	0.00	0.00	1,500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	11,717.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,717.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$17.83</b>	<b>\$35.51</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$17.83</b>	<b>\$35.51</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	19,069.18	19,051.50	0.00	0.00%
	Net Change in Fund Balance	17.83	35.51	0.00	0.00%
	Ending Fund Balance	19,087.01	19,087.01	0.00	0.00%

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	559,423.00	0.00%
4952	Interest Income	693.94	1,382.13	13,489.00	10.25%
4792	System Development Charges	0.00	15,368.00	0.00	0.00%
	<b>Revenue</b>	<b>\$693.94</b>	<b>\$16,750.13</b>	<b>\$572,912.00</b>	
	<b>Gross Profit</b>	<b>\$693.94</b>	<b>\$16,750.13</b>	<b>\$572,912.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	472,912.00	0.00%
6741	System Improvements	0.00	0.00	100,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$572,912.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$693.94</b>	<b>\$16,750.13</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$693.94</b>	<b>\$16,750.13</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	681,589.25	665,533.06	0.00	0.00%
	Net Change in Fund Balance	693.94	16,750.13	0.00	0.00%
	Ending Fund Balance	682,283.19	682,283.19	0.00	0.00%

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4952	Interest Income	44.85	89.33	280.00	31.90%
4963	Stormwater	1,062.61	2,219.42	12,936.00	17.16%
4982	Transfer In - Sewer Fund	0.00	23,813.00	23,813.00	100.00%
	<b>Revenue</b>	<b>\$1,107.46</b>	<b>\$26,121.75</b>	<b>\$37,029.00</b>	
	<b>Gross Profit</b>	<b>\$1,107.46</b>	<b>\$26,121.75</b>	<b>\$37,029.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	37,029.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,029.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$1,107.46</b>	<b>\$26,121.75</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$1,107.46</b>	<b>\$26,121.75</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	37,289.19	12,274.90	0.00	0.00%
	Net Change in Fund Balance	1,107.46	26,121.75	0.00	0.00%
	Ending Fund Balance	38,396.65	38,396.65	0.00	0.00%

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

Account Number		Current Period Aug 2025 Aug 2025 Actual	Year-To-Date Jul 2025 Aug 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	161,749.00	0.00%
4952	Interest Income	200.80	399.93	4,027.00	9.93%
4792	System Development Charges	0.00	8,176.00	0.00	0.00%
	<b>Revenue</b>	<b>\$200.80</b>	<b>\$8,575.93</b>	<b>\$165,776.00</b>	
	<b>Gross Profit</b>	<b>\$200.80</b>	<b>\$8,575.93</b>	<b>\$165,776.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	165,776.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165,776.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$200.80</b>	<b>\$8,575.93</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$200.80</b>	<b>\$8,575.93</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	234,804.81	226,429.68	0.00	0.00%
	Net Change in Fund Balance	200.80	8,575.93	0.00	0.00%
	Ending Fund Balance	235,005.61	235,005.61	0.00	0.00%



## **REPORT: RESEARCH DISPOSE OF SURPLUS FIRE HYDRANT – POSSIBLE DONATION TO COVE ORCHARD COMMUNITY**

### **SUMMARY:**

The removed fire hydrants can be disposed of as surplus personal property and sold at public auction via the city's website, “as is with no warranty.” The community of Cove Orchard would need to place the highest bid in order to procure them.

The public facilities manager would need to create a resolution for council approval

No research has been done on whether used fire hydrants will be acceptable to install

No research has been done on if Cove Orchard would be willing to install the necessary lines to feed the hydrant.

### **REFERENCES:**

#### LEAGUE OF OREGON CITIES FAQ

#### **Do any state laws control how cities should dispose of surplus property?**

In short, no. State statutes and administrative rules do prescribe the means of disposing of surplus state property, but those laws do not apply to surplus city property. Cities can, however, look to state law for an example of how to structure a surplus property program. Ors 279a.250 – 279a.290 regulates the disposition of state surplus property. The Oregon Department of Administrative Services administers the surplus property program through administrative rules. See oar 125-050-0100 to 125-040-0400

#### **How should a city dispose of surplus personal property?**

Cities generally dispose of surplus personal property through a transfer to another government, a competitive bidding process, a public auction, a liquidation sale, or by donation. Which of those methods of disposal is preferable depends on the type of property, the value of the property, administrative costs, and other factors. In other words, each disposal will require a new evaluation to determine which method represents the greatest benefit to the public.

#### YAMHILL CITY CHARTER

##### **§ 1.40.060 Disposition of surplus personal property.**

Disposition of surplus personal property may be made, at the discretion of the city recorder or designee, under provisions of the state of **Oregon public contracting code, or the model rules, or under the provisions of this section:**

(a)

From time to time and after personal property owned by Yamhill is determined by the city recorder or designee to be surplus to the needs of the city, the city may sell the property at public auction. Yamhill may utilize a contracting firm, approved by the contract review board, for disposition of the property on terms and conditions contained in a contract approved by the contract review board. Yamhill shall give notice of the public auction by posting notice of the means by which the property will be disposed of on the Yamhill internet website, or by advertisement in a newspaper of general circulation.

(b)

Auction sales may be conducted entirely on the internet. Sale shall be for cash to the highest bidder. **All proceeds of the sale shall be paid to the fund from which the item was purchased or as directed by a resolution,** subject to the terms and conditions of the contract (if any) approved by the contract review board between Yamhill and a firm selected to conduct the auction.

(c)

All personal property sold pursuant to this section shall be sold as-is without any warranty, either express or implied, of any kind, including, but not limited to, warranties of title or fitness for any purpose. Upon receiving payment for the personal property from the successful bidder, the person or company conducting the auction shall execute an appropriate bill of sale,

which shall recite that the sale is without warranty, as provided in this subsection.

## OREGON PUBLIC CONTRACTING CODE

### **Without requiring competitive bidding:**

(A)

The Oregon Department of Administrative Services may sell or transfer surplus property to or transfer surplus property between donees. Donees\* may be given preference to acquire surplus property. Property acquired shall be used for public purpose or benefit and not for resale to a private purchaser.

(B)

The department, or a public or private person or entity designated by the department, may transfer computers and related hardware that are surplus, obsolete or unused to a common or union high school district or education service district. The department, or its designee, may not charge the school district a fee for the transfer.

(C)

The department, or a public or private person or entity designated by the department, may recycle or otherwise dispose of property when the department determines the value and condition of the property does not warrant the cost of a sale.

(b)

Authorized transfers under this subsection include those made with or without consideration.

**In accordance with ORS 279B.055 (Competitive sealed bidding) or 279B.060 (Competitive sealed proposals), the department may sell surplus property.**

(3)

All proceeds derived from the disposal of property under this section, except proceeds that may not under federal laws or regulations be deposited in the manner provided by this section, shall be deposited in the State Treasury to the credit of the Oregon Department of Administrative Services Operating Fund.

(4)

In addition to the other purposes for which the fund may be used, the fund is appropriated continuously for and may be used for paying the administrative costs incurred in the transfer or disposal of property under subsections (1) and (2) of this section, and for paying the amount due to the state agency whose property has been sold. The total amount payable to the agency whose property has been sold shall be the amount derived from the disposal of the property less the amount of the administrative costs incurred in disposing of the property. Such total amount may be deposited in the State Treasury to the credit of the miscellaneous receipts account established under ORS 279A.290 (Miscellaneous receipts accounts) for the agency whose property has been sold.

(5)

The cost of services for disposal of property under this section that is not recoverable from the proceeds of a sale of the property shall be charged to the state agency served and paid to the department in the same manner as other claims against the agency are paid. [2003 c.794 §42]

\*Donees are state agencies, political subdivision and non-profit organizations

## OREGON ADMINISTRATIVE RULES

125-050-0300

### **Eligibility of State Agencies, Political Subdivisions and Non-Profit Organizations**

Prior to offering Surplus Property for public sale, the State Surplus Property Program must make Surplus Property available to the following:

- (1) State Agencies;
- (2) Political subdivisions of the State; and
- (3) Any non-profit organization qualified to acquire federal donation property pursuant to OAR 125-035-0045 or determined by the Department to be eligible under criteria established by the Department.

125-050-0400

### **Public Sales for Disposal of State Surplus Personal Property**

- (1) Conduct. The Department must conduct public sales for the disposal of state Surplus Property. Methods of disposal may include, but not be limited

to: internet auctions, oral auctions, sealed bid sales and fixed price retail sales, separately or in any combination thereof.

(2) Eligibility. Members of the general public may participate as buyers at public sales. No employee whether full-time, part-time, temporary or unpaid volunteer, of the Department, member of the employee's household, the employee's immediate family, or any person acting on the employee's behalf may participate in public sales if the employee has had any role in declaring the item surplus, processing the item or related paperwork, or offering it for sale. No employee of the Property Distribution Center's programs, or members of the employee's immediate family, or any person acting on the employee's behalf, may purchase items offered through any public sales regardless of whether such employee had a role in declaring the item surplus, in processing the item, or in offering it for sale.

(3) Public Sales:

(a) Auctions: The Department may offer Surplus Property for public sale through an Internet auction provider, by public outcry auctions and by sealed bid auctions.

(A) Internet Auctions:

(i) Public bidding terminals may be made available during posted public hours at the Department's Property Distribution Center. The public may inspect Property offered for sale at the time and place specified in the public Invitation to Bid;

(ii) The Department reserves the right to reject any and all bids regarded as not in the best interests of the State;

(iii) All items must be sold to the highest bidder.

(B) Public Outcry and Sealed Bid Auctions:

(i) The Department must advertise the date, time and location of public auction or sealed bid sales. A public Invitation to Bid must be available at the Property Distribution Center or auction site one week before an auction or sealed bid sale. The public may inspect property offered for sale at the time and place specified in the public Invitation to Bid;

(ii) The Department reserves the right to reject any and all bids regarded as not in the best interests of the State;

(iii) All items must be sold to the highest bidder;

(C) Terms and Conditions Regarding Advertisement of Auction Property;

(i) Except as set forth in paragraph (v)(I) and (v)(II) of this section (3), all Property must be offered "As-Is" and "Where-Is" with no warranty or other guarantee as to its condition or fitness for any use or purpose;

(ii) Items purchased that were originally offered as “Working Condition Unknown” shall not be refunded except as described in paragraph (v)(I) and (v)(II) of this section.

(iii) Terms and conditions of the sale must be made a part of the Internet posting or auction advertisement. By bidding, a potential purchaser is confirming their acceptance of the terms and conditions as set forth and published in the posting.

(iv) A purchaser or disappointed bidder must have no recourse against the Department, Agency or any of their respective officers, employees or agents.

(v) Except as set forth in (I) and (II) of this section, all sales must be final.

(I) The Department may offer to warranty items as to the accuracy of the item description as stated in the bid offering. The Department Surplus Property Manager may grant dispensation from completing the transaction before payment is made or offer full or partial refund if payment has been received. Any dispensation or refunds granted shall be at the sole discretion of the Department Surplus Property Manager.

(II) The Department may establish a return or refund policy for items where the buyer does not wish to retain or pick up items which have been fully paid for. The Department may establish a re-stocking fee equal to a percentage of the original purchase price of the item and/or a flat fee. Fees and limits will be set by the Department Surplus Property Manager, published in Department Surplus Property Program policy, published on the program’s Website and shall be determined in correlation with sales expenses.

(b) Fixed Price Public Sales: The Department may establish sales of personal property directly to the public at a fixed price. Every effort must be made to ensure direct sales are fair and equitable.

(4) Payment:

(a) For Internet Auctions, full payment must be made within the time specified in the public Invitation to Bid or otherwise established in program policy.

(b) For Public Outcry and Sealed Bid Auctions, the time limit for making full payment, and the place where payment must be made will be specified in the Invitation to Bid;

(c) The Department reserves the right, in its absolute discretion, to refuse any tender of payment by personal check and, further, the right to require

that payment be made by designated credit cards, cash, cashier's check, bank wire transfer or money order;

(d) The Department reserves the right to collect and retain the name, address and phone number of the buyer as a condition for completion of the sales transaction. The Department may require the buyer to sign the bill of sale as acceptance of the terms and conditions for the sale as set forth in the bid offering and published policies. The Department shall not sell or otherwise disperse sale information beyond fulfillment of a duly submitted public records request under ORS 192. All record of sales, including the buyer's name, address and phone number shall be secured and destroyed according to established record retention guidelines and policies.

(5) Claiming Items Purchased:

(a) Items not paid in full by the time specified in the sales terms and conditions must be canceled;

(b) Property paid for, but not claimed within the time specified in the sales terms and conditions shall be considered abandoned and ownership shall default to the State unless prior written approval is obtained by the purchaser is obtained from the Department;

(c) Title to Property sold must be transferred to the purchaser when full and final payment is made, unless otherwise specified by the Department. For vehicles, receipt of payment of the sale price and delivery of key to the purchaser constitutes delivery and possession. Titles to vehicles must be transferred upon receipt of full payment. The Department rejects any liability once a purchaser takes possession of a vehicle;

(d) Motor Vehicles Division trip permits are required to drive unlicensed motor vehicles within the state of Oregon and must be available at the Property Distribution Center. A purchaser of a vehicle must certify that the driver of the vehicle has a valid driver's license and is insured as required by Oregon law before a trip permit can be issued. A representative of the program shall explain the requirements for trip permits and facilitate the purchasing of a trip permit to all vehicle purchasers. Should the vehicle purchaser refuse, the Department may require the purchaser sign a waiver documenting the offer and refusal.

(6) Failure to Comply. The Department may establish criteria to debar participants from auctions and other state sales pursuant to this Rule. Such criteria must be based on:

(a) Conviction of fraud;

(b) Unsatisfactory Internet auction service ratings;

- (c) Failure to claim purchases; or
- (d) Other documented activities determined by the Department to warrant debarment. Based upon these criteria, the Department may debar participants from auctions and participation in other state sales.
- (d) The Department may, at its sole discretion, reinstate disbarred participants. The Department may charge a reinstatement fee to recover revenues lost due to the disbarred participant's prior actions.



## **STAFF REPORT: PLANNING COMMISSION RECRUITMENT**

The substance of the discussion about adding another planning commissioner from outside the city (non-resident, outside city limits) was addressed in several City Council meetings in 2025:

The council received an application from a candidate who lives outside the city limits. The current ordinance allows only one planning commissioner from outside the city (within the 97148 zip code and within five miles of city limits), and that seat was already filled.

- The council discussed whether to change the ordinance to allow two commissioners from outside the city, since they had two vacancies for five months and struggled to find enough applicants from within the city.
- Some council members expressed concern that decisions made by commissioners who do not live in the city could affect city residents without those commissioners being directly impacted. They preferred to keep the rule as is (only one outside member) and to increase outreach to city residents to fill the vacancies.
- Others noted that people from outside the city may still have strong ties to the community (e.g., children in local schools, shopping in town) and could be valuable contributors, especially when there is a lack of interest from city residents.
- The council considered ways to recruit more applicants from within the city, such as using social media or reaching out to previous council applicants.

The discussion ended with a consensus to keep the current rule for now, continue recruiting within the city, and revisit the topic at future meetings if vacancies persist. The council also planned to table the discussion for the next agenda and gather more information about the population outside the



city but within the five-mile radius, as well as to encourage more applications from city residents.

Notes:

- The planning opening has been advertised since January 6<sup>th</sup> 2025
- It will take at least a month, possibly two, to change the current ordinance if this is the action that the council wishes to take.
- There will be a new vacancy at the end of this year, leaving us a bare minimum for a quorum if all are to attend meetings.



# **YAMHILL POLICE DEPARTMENT**

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



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

## **Police Statistics:**

Number of Calls/Activity:		157	
Number of Case Reports:		05	
Number of Arrests:		00	
Number of Municipal Court Citations:		33	
Number of Warnings:		96	
Number of Circuit Court Citations:		01	
Citizen Calls for Service		29	
Officer Initiated Contacts		89	

## **Hours Worked:**

Greg Graven		175	
Travis Van Cleave		00	
Chris Livingston		147	

## **Miles Driven:**

Greg Graven		812	
Travis Van Cleave		00	
Chris Livingston		890	
		00	



# **YAMHILL POLICE DEPARTMENT**

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



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## **Yamhill Police Department (MONTH) Staff Report for City Council**

Date: 09/02/2025

### **Yamhill Police Department:**

#### **Greg Graven**

- Respond to Calls for Service
- Records Requests
- Evidence Requests
- Staff Meeting w/ Kim Steele, Angie Fowler, Kara Corrigan, Shea Corrigan, Jason Wofford, Kyle Adams, Josh Johnson, Jeremy Brown
- Range Qualification Training Pistol & Rifle w/ 844 Livingston
- Monthly Staff Report July/YPD Stats July/ONIBRS July/CAD Inform July/LEEP Use of Force July/LEEP Suicide Data July/LEEP LEPC COLECT July
- Fleet Management
- Updates to Radios Mobile & Portable from WCCCA
- Set Up for NNO National Night Out w/ Kim Steele, Angie Fowler
- National Night Out w/ Kim Steele, Angie Fowler, Kara Corrigan, Shea Corrigan, 844 Chris Livingston @ Beulah Park/Clean up from NNO National Night Out
- Process Payroll 07/20/2025 to 08/02/2025/PERS EDX Reporting 07/20/2025 to 08/02/2025 w/ Kim Steele
- TAT Threat Assessment Teams Meeting
- Genasys Evacuation Demo Yamhill County Emergency Management Microsoft Teams
- Fuel Cloud Updates
- Abandoned Vehicle S Quince Street. Will move pickup off the street Y-2
- Abandoned Vehicle S Quince St//Redwood Street. Will move off street Y-2
- Abandoned Vehicle W Main Street. Will move pickup off street Y-2
- Abandoned Vehicle E 2nd Street Bad Transmission will Call Tow Company to take away next week Y-2
- Abandoned Vehicle N Fir Loop. Will move off street Y-2
- Municipal Court

- Call Out Harassment S Ash Street YCSO 327 Flores Information No Response Needed.
- Camping Ordinance Beulah Park E 3rd Street. Checked No One Camping @ Park S-1
- YCOM IGA 190 Agreement Review & Scheduling of Workshop
- Animal Abuse Hwy 47 Dog @ large 25YP0084 R-1
- Follow Up 25YP00894 Hwy 47
- Fleet Management/Durlemonwontgo to Dodge Dealership (Round 4) Stalling Issue
- Copy Cats for 2010 Charger Code Enforcement Magnets w/ Kim Steele
- Accu-Tech Automotive Pick Up 2010 Charger w/ Kim Steele
- YCOM IGA 190 Agreement Review
- YCOM Executive Board Meeting Virtual Report to Board on Updates to the YCOM IGA 190 Agreement Review & User Dues Workgroups
- Follow Up 25YP0084 Hwy 47 S-1
- Expungement Orders
- Cops & Cars Changing the Training Paradigm Lexipol Virtual
- State Local & Tribal Partner Engagement Teams Meeting Virtual
- Runaway W Erica Street. Returned home W-1
- Executive Session IT Alexonet SSS New IT
- All About Trespass 4th & 5th Amendments Blue to Gold Virtual
- City Council Meeting
- Criminal Mischief Used Maxi Pad stuck to Children At Play Sign Elm St//Buttercup Street SB Side Removed W-1
- Computer Updates for IT
- F/U Follow Up 25YP0084 Hwy 47 S-1
- Creating Resilient Communities TIC Zoom Meeting
- Lexipol Policy Manual Updates/Lexipol DTB's
- Deflection 2025-2027 Budget Meeting YCSO Annex
- Dog @ Large YC High School N Maple Street S-1
- MCAT Juliette's House
- MCRT Debriefing 25YP0077 YCSO Sub Evergreen
- MCRT Callout List Updates
- IDSS Weather Briefing NWS Portland Weather Virtual
- Payroll for 08/03/2025 to 08/16/2025/PERS EDX for 08/03/2025 to 08/16/2025 w/ Kim Steele & Kara Corrigan
- Dog @ Large E 2nd Street.
- Follow Up to Dog @ Large E 2nd Street. Owner Located W-1
- YCOM IGA 190 Agreement Workgroup YCSO
- LEA Meeting Newberg Dundee PD
- Call Confederate Tribes of Grand Ronde Tribal Council/General Manager
- Subpoena Service E 3rd Street 24YP0158 Served W-1
- CJIS Conference Seaside Convention Center

**Corporal Travis Van Cleave**

- No Report

**SRO Officer Chris Livingston**

- Distracted Driving Grant
- Seatbelt Grant
- Speed Grant
- SRO Training Mac PD
- National Night Out w/ Kim Steele, Angie Fowler, Kara Corrigan, Shea Corrigan, Chief Graven @ Beulah Park/Clean up from NNO National Night Out
- Agency Assist Clackamas County SO N Fir Loop
- Agency Assist Yamhill County SO Burglary Call Moores Valley Road
- Runaway Lafayette
- Medical call Larson House S Maple Street
- Yamhill County SO Picnic Beulah Park
- Welfare check Hwy 47, already picked up and heading home, 2 homeless guys at creek west of park told them to move on
- Drone callout missing hit & run driver that was DUII Lafayette
- Agency Assist Yamhill County SO Drone call Carlton Seed Meadowlake Road 25YP0085
- Meeting at high school with Principal
- Intermediate school for welcome back night
- Debrief for Incident at Station 1
- Crash Springhill Road/Cunningham
- Drone training w/ Yamill County SO 318 at Catholic church
- Agency Assist Yamhill County SO 320, 319, 318 Warrant Service Claypit Road & Kuykendall Road
- Prowler/burg call E 1<sup>st</sup> Street. Cleared the house with YCSO w/ Owner's permission. NO sign of any entry. S-1
- Injured animal Moores Valley Road @ Redwood Street. Small dog hit driver didn't stop. 25YP0086

Greg Graven  
Chief of Police

## **City of Yamhill Planning Commission – Progress Report**

As Chair of the Planning Commission, I am pleased to provide this brief update on our current efforts. In alignment with the direction provided by the City Council, the Planning Commission is actively working on three priority tasks that were formally assigned during recent joint planning session.

Each item is being approached with community impact in mind, and a commitment to timely progress. At our last meeting, the Planning Commission reviewed the scope of each task and our general approach to completing each.

The three assigned tasks are as follows:

- 1. Review the Lighting Ordinance to see if it needs any slight adjustments to fit in with the new code changes and provide a recommendation to the council on any necessary adjustments.**
  - We emailed Walt and asked him to provide a summary of adjustments (if any are necessary).
- 2. Help establish the CBD as a historic district and assist with drafting or updating the relevant code to align with this.**
  - The Planning Commission briefly discussed the designation, and it was clarified that we are looking to create a local designation.
  - We have emailed Walt to understand the process and necessary ordinances that may be necessary.
- 3. Assist in establishing a more specific set of standards for downtown development that keeps the look of Yamhill. (i.e., acceptable materials, design, etc.)**
  - The Planning Commission discussed how this would be interrelated to the CBD historic district and that the Downtown Association will start the process of working to define the “Look of Yamhill.”
  - We include this in the email to Walt requesting some guidance on the process and necessary code updates.

Further updates will be provided as we define the process and related tasks.

Respectfully submitted,

Shawn Freilinger

Chair, Yamhill Planning Commission



## RESOLUTION DR25.01 (R-844)

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, AUTHORIZING THE CREATION OF AN EMPLOYEE PAID LEAVE DONATION PROGRAM

**WHEREAS**, the City of Yamhill recognizes the importance of employee well-being and the spirit of mutual support among its staff; and

**WHEREAS**, the City desires to provide a formal mechanism for employees to voluntarily assist fellow employees who are facing catastrophic or extraordinary life events and have exhausted their own paid leave balances, and

**WHEREAS**, the establishment of a Paid Leave Donation Program will allow employees to donate their accrued leave to a designated employee in need, thereby supporting a supportive and compassionate work environment; and

**WHEREAS**, the City Council finds that it is in the best interest of the City and its employees to adopt a formal policy to govern the donation, transfer, and use of donated time; and

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

**Section 1. Program Establishment.** The City of Yamhill hereby establishes an Employee Paid Leave Donation Program. This program shall permit eligible employees to donate a portion of their accrued Paid Time Off (PTO) such as vacation, compensatory time, and sick leave.

**Section 2. Eligibility and Process.** The eligibility and process for donating PTO is outlined as set forth in Exhibit A hereto entitled:

“Exhibit A, Leave Donation Policy”

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

Ayes:

Nays:

Duly passed by the City Council this \_\_\_\_ day of \_\_\_\_\_ 2025.

Signed:

Attest:

\_\_\_\_\_  
Shea Corrigan, Mayor

\_\_\_\_\_  
Angela Fowler, City Recorder



## Exhibit A

### LEAVE DONATION POLICY

The City of Yamhill recognizes that employees may experience a medical emergency resulting in a need for additional time off in excess of their available accrued paid leave.

A “medical emergency” is defined as a medical condition that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available.

To address this need, all eligible employees will be allowed to donate vacation or compensatory hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

#### Eligibility

Any benefits-eligible employees who has worked for The City of Yamhill for a minimum of six-months is eligible to donate and/or receive donated leave.

#### Guidelines

Employees who would like to make a request to receive donated leave from their co-workers must have a health condition that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

Before receiving donated leave, the employee must:

Have worked for The City of Yamhill for at least six months in a benefit-eligible position.

Be experiencing a medical emergency.

Have no more than 40 hours of unused vacation, sick, personal, or compensatory time accumulated.

Believe that it is likely that all accrued leave will be exhausted due to a medical emergency.

Not receive any other income from The City of Yamhill’s employment.

Be unable to work in their regular position or another position with the City of Yamhill; and

Immediately apply for the City of Yamhill’s long-term and/or short-term disability plan.

Employees may receive no more than 40 hours of donated leave within a 12 -month period.

Donated leave will not be granted or used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation.

#### Leave Requests

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to Human Resources.

Employees seeking donated leave must provide the City of Yamhill with medical verification of the need for the time off, which includes a certification of the employee’s health condition and need for time off, and an estimated return-to-work date (if any).

Requests for donated leave must be approved by Human Resources, the employee's immediate supervisor and the City Council.

Leave Donations

Employees may voluntarily donate hours of accumulated sick, vacation, or compensatory time for use by a specified recipient employee. No other type of leave may be donated:

The donor may not donate more than 40 hours of leave per in a 12-month period, unless permission for larger donated amounts is granted by the City Council.

Donations must be in increments of whole hours.

The donation of leave is on an hourly basis, without regard to the dollar value of the donated or used leave.

Employees cannot borrow against future leave to donate.

Donors must complete and sign a Leave Donation Form containing a declaration that the donation is intended as a gift and has been given freely and voluntarily without coercion, compensation or for other consideration.

The donation must be made irrevocably, with the understanding that the donated leave is lost to the donor forever for all purposes, including, but not limited to, use for paid time off, payoff upon termination, and retirement credit.

Donated leave will not be deducted from the donor's leave bank or credited to a recipient employee's account until the recipient employee has exhausted sick leave, vacation leave, personal holidays, and compensatory time off at or near the time the donated leave is to be provided/received.

*\*Note: Per the Personnel Policy Manual, Full-Time employees may carry over accrued and unused sick leave for use in a subsequent calendar year. Up to 240 hours of sick leave each calendar year may be used with reasonable documentation by a healthcare provider as defined in the "Employee Notice of Need for Sick Leave" section.*