



**City of Yamhill**  
A small taste of Oregon

# Council Meeting Packet

September 11, 2024

6:30 p.m.

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

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>General Revenues</b>					
4100	Beginning Budget Balance	0.00	0.00	386,409.00	0.00%
4932	Business License	250.00	850.00	700.00	121.43%
4902	Cigarette Taxes	61.47	129.14	1,500.00	8.61%
4915	Dog License Revenue	0.00	0.00	515.00	0.00%
4925	Franchise Fees	222.27	522.20	55,650.00	0.94%
4944	Grant - ODOT DUII	0.00	0.00	4,000.00	0.00%
4942	Grant - ODOT Seat Belt	0.00	582.12	5,000.00	11.64%
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	2,378.78	4,723.87	11,592.00	40.75%
4962	Land Use Fees	0.00	0.00	15,000.00	0.00%
4903	Liquor Taxes	2,158.50	4,006.62	24,000.00	16.69%
4098	Marijuana Tax	0.00	0.00	1,600.00	0.00%
4913	Miscellaneous Income	1,734.30	2,529.57	3,500.00	72.27%
4928	Municipal Court Fees	2,650.00	4,985.59	21,000.00	23.74%
4924	Municipal Court Fines	2,660.00	4,745.21	55,000.00	8.63%
4941	Municipal Court Training Assmt	90.00	192.00	1,200.00	16.00%
4951	National Night Out	0.00	0.00	1,500.00	0.00%
4961	Park Fees	90.00	220.00	1,400.00	15.71%
4948	Planning Grant	0.00	0.00	57,600.00	0.00%
4914	Police Misc. Income	7,692.87	8,720.37	10,000.00	87.20%
4922	Police Service Fee	2,175.00	5,216.78	30,000.00	17.39%
4950	Police SRO-Yamhill/Carlton SD	0.00	0.00	12,500.00	0.00%
4901	Previously Levied Taxes	1,698.54	2,115.49	12,500.00	16.92%
4900	Property Tax Revenue	0.00	2,668.35	476,286.00	0.56%
4904	State Revenue Sharing	3,751.06	3,751.06	15,200.00	24.68%
4923	Towing Fees	0.00	0.00	100.00	0.00%
	<b>General Revenues Totals</b>	<b>\$27,612.79</b>	<b>\$45,958.37</b>	<b>\$1,213,752.00</b>	
<b>Park Dept</b>					
4961	Park Fees	(40.00)	(40.00)	0.00	0.00%
	<b>Park Dept Totals</b>	<b>(\$40.00)</b>	<b>(\$40.00)</b>	<b>\$0.00</b>	
	<b>Revenue</b>	<b>\$27,572.79</b>	<b>\$45,918.37</b>	<b>\$1,213,752.00</b>	
	<b>Gross Profit</b>	<b>\$27,572.79</b>	<b>\$45,918.37</b>	<b>\$1,213,752.00</b>	
<b>Expenses</b>					
<b>Administrative Dept</b>					
6124	Accounting Clerk	513.80	1,061.54	13,000.00	8.17%
6325	Ads & Printing	673.99	849.06	2,500.00	33.96%
6300	Attorney/Legal Fees	293.38	293.38	15,000.00	1.96%
6301	Audit Fees	0.00	0.00	10,000.00	0.00%
6412	Building Maintenance	220.00	220.00	3,100.00	7.10%
6335	Christmas Decorations	0.00	0.00	2,000.00	0.00%
6101	City Administrator	1,842.88	3,669.75	27,500.00	13.34%
6102	City Clerk	754.47	1,496.16	9,374.00	15.96%
6123	City Recorder	998.76	1,952.88	12,985.00	15.04%
6306	Contract Services	220.00	220.00	15,000.00	1.47%
6980	Council Room Camera Upgrade	0.00	0.00	7,360.00	0.00%
6305	Dues, Travel, Training	174.14	571.04	5,000.00	11.42%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
6309	Janitorial Services	0.00	0.00	3,000.00	0.00%
6202	Liability Insurance	0.00	11,395.65	11,700.00	97.40%
6252	Miscellaneous Expense	54.51	78.66	800.00	9.83%
6328	Office Supplies	156.99	474.22	2,500.00	18.97%
6200	Operations & Maint	755.84	1,586.84	9,500.00	16.70%
6120	Payroll Expense	3,692.72	8,925.75	47,144.00	18.93%
6329	Postage	150.00	166.82	525.00	31.78%
6795	Reserve for Contingencies	0.00	0.00	82,139.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	0.00	12,500.00	0.00%
6433	Security Cameras	0.00	0.00	4,896.00	0.00%
6210	Utilities	464.35	1,004.44	14,000.00	7.17%
6032	Website/IT	3,843.10	6,311.80	14,000.00	45.08%
<b>Administrative Dept Totals</b>		<b>\$14,808.93</b>	<b>\$40,277.99</b>	<b>\$326,523.00</b>	
<b>City Council</b>					
6332	Community Support Services	0.00	0.00	3,000.00	0.00%
6305	Dues, Travel, Training	0.00	286.40	3,000.00	9.55%
6252	Miscellaneous Expense	3,726.94	3,826.94	1,000.00	382.69%
6328	Office Supplies	0.00	0.00	100.00	0.00%
<b>City Council Totals</b>		<b>\$3,726.94</b>	<b>\$4,113.34</b>	<b>\$7,100.00</b>	
<b>Municipal Court</b>					
6250	Assessments	1,085.00	1,085.00	15,000.00	7.23%
6300	Attorney/Legal Fees	0.00	0.00	200.00	0.00%
6224	Bail Refunds	0.00	0.00	560.00	0.00%
6102	City Clerk	1,760.46	3,491.07	21,872.00	15.96%
6310	Court Interpreter	100.00	200.00	1,200.00	16.67%
6305	Dues, Travel, Training	0.00	0.00	2,100.00	0.00%
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	157.49	250.30	2,000.00	12.52%
6120	Payroll Expense	1,327.80	3,247.06	16,404.00	19.79%
<b>Municipal Court Totals</b>		<b>\$4,680.75</b>	<b>\$8,773.43</b>	<b>\$62,836.00</b>	
<b>Park Dept</b>					
6200	Operations & Maint	220.22	7,055.07	10,000.00	70.55%
6120	Payroll Expense	743.61	1,424.56	10,861.00	13.12%
6523	Reserve Transfer (Park)	0.00	0.00	7,500.00	0.00%
6401	Trees	0.00	0.00	4,500.00	0.00%
6210	Utilities	86.87	86.87	1,500.00	5.79%
6109	Utility Worker I	472.32	671.82	6,917.00	9.71%
6108	Utility Worker II	581.76	1,127.84	7,564.00	14.91%
<b>Park Dept Totals</b>		<b>\$2,104.78</b>	<b>\$10,366.16</b>	<b>\$48,842.00</b>	
<b>Planning Dept</b>					
6124	Accounting Clerk	205.52	424.62	5,200.00	8.17%
6325	Ads & Printing	0.00	0.00	2,000.00	0.00%
6101	City Administrator	737.16	1,467.91	11,000.00	13.34%
6303	City Planner	1,180.00	1,180.00	12,000.00	9.83%
6123	City Recorder	434.24	849.08	5,646.00	15.04%
6306	Contract Services	551.88	551.88	57,600.00	0.96%
6305	Dues, Travel, Training	54.50	54.50	200.00	27.25%
6328	Office Supplies	0.00	0.00	100.00	0.00%
6120	Payroll Expense	942.55	2,351.24	16,384.00	14.35%
<b>Planning Dept Totals</b>		<b>\$4,105.85</b>	<b>\$6,879.23</b>	<b>\$110,130.00</b>	

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Police Dept</b>					
6304	911 YCOM Dispatch	1,211.42	2,422.84	20,000.00	12.11%
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	511.00	2,100.90	4,200.00	50.02%
6221	Equipment/Maintenance	0.00	0.00	4,850.00	0.00%
6337	Fuel	376.00	825.08	13,000.00	6.35%
6333	Investigation Expenses	311.25	320.75	1,200.00	26.73%
6202	Liability Insurance	0.00	18,721.43	16,000.00	117.01%
6252	Miscellaneous Expense	0.00	32.06	600.00	5.34%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	3,500.00	0.00%
6336	National Night Out Expense	228.40	1,417.00	1,500.00	94.47%
6117	ODOT Grant Payroll	579.40	2,495.97	18,500.00	13.49%
6328	Office Supplies	36.22	59.45	2,400.00	2.48%
6115	Overtime	0.00	667.76	4,000.00	16.69%
6120	Payroll Expense	12,522.52	29,767.55	210,802.00	14.12%
6254	Peer Support Expense	0.00	0.00	200.00	0.00%
6104	Police Chief	8,799.32	17,514.00	114,391.00	15.31%
6122	Police Corporal	6,305.15	12,522.50	80,667.00	15.52%
6331	Police Equipment	0.00	0.00	9,500.00	0.00%
6105	Police Officer	0.00	0.00	69,511.00	0.00%
6976	Police Radios	0.00	0.00	1,000.00	0.00%
6404	Policy & Procedure Manual	0.00	2,222.97	2,200.00	101.04%
6106	Reserve Officer	500.00	750.00	12,500.00	6.00%
6522	Reserve Transfer (PD Vehicle)	0.00	0.00	13,000.00	0.00%
6327	Resource Materials	0.00	550.00	1,100.00	50.00%
6107	Traffic Officer	5,347.01	10,630.35	0.00	0.00%
6330	Uniform Allowance	25.15	1,050.10	3,500.00	30.00%
6210	Utilities	416.72	833.44	5,100.00	16.34%
6405	Vehicle Lease	0.00	0.00	15,000.00	0.00%
6027	Vehicle Maintenance	995.64	2,465.54	16,000.00	15.41%
<b>Police Dept Totals</b>		<b>\$38,165.20</b>	<b>\$107,369.69</b>	<b>\$658,321.00</b>	
<b>Expenses</b>		<b>\$67,592.45</b>	<b>\$177,779.84</b>	<b>\$1,213,752.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$40,019.66)</b>	<b>(\$131,861.47)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$40,019.66)</b>	<b>(\$131,861.47)</b>	<b>\$0.00</b>	

Fund Balances

Beginning Fund Balance	(50,079.09)	41,762.72	0.00	0.00%
Net Change in Fund Balance	(40,019.66)	(131,861.47)	0.00	0.00%
Ending Fund Balance	(90,098.75)	(90,098.75)	0.00	0.00%

Report Options

Fund: General Fund

Period: 8/1/2024 to 8/31/2024

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: General Fund Master (DO NOT ENTER \$\$)

Display Subtotals: No

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance		0.00	253,465.00	0.00%
4952	Interest Income	2,666.93	5,296.09	7,604.00	69.65%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	2,600.00	5,200.00	8,000.00	65.00%
4940	Security Deposits	470.34	940.68	4,710.00	19.97%
4960	Users Fees	131,791.96	237,346.42	895,000.00	26.52%
	<b>Revenue</b>	<b>\$137,529.23</b>	<b>\$248,783.19</b>	<b>\$1,360,779.00</b>	
	<b>Gross Profit</b>	<b>\$137,529.23</b>	<b>\$248,783.19</b>	<b>\$1,360,779.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6983	3rd - E 2nd		0.00	212,000.00	0.00%
6124	Accounting Clerk	513.80	1,061.55	13,000.00	8.17%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees	293.38	293.38	11,352.00	2.58%
6301	Audit Fees		0.00	6,192.00	0.00%
6326	Chemicals		0.00	20,640.00	0.00%
6101	City Administrator	1,474.30	2,935.80	22,000.00	13.34%
6102	City Clerk	1,508.96	2,992.34	18,747.00	15.96%
6123	City Recorder	1,085.60	2,122.70	14,114.00	15.04%
6306	Contract Services	7,150.27	7,900.27	92,880.00	8.51%
6427	Deposit Refund	82.07	82.07	516.00	15.91%
6237	Distribution System	6,856.74	7,338.44	50,000.00	14.68%
6305	Dues, Travel, Training	174.13	668.53	6,000.00	11.14%
6334	Emergency Services		0.00	2,000.00	0.00%
6119	Facilities Manager	2,135.87	4,238.83	28,606.00	14.82%
6337	Fuel	59.90	59.90	5,000.00	1.20%
6232	Large Meter Testing		0.00	1,548.00	0.00%
6202	Liability Insurance		37,442.84	30,960.00	120.94%
6233	Meter Replacement		0.00	10,320.00	0.00%
6203	Misc. Tools		0.00	1,032.00	0.00%
6252	Miscellaneous Expense	360.91	370.91	1,032.00	35.94%
6230	Office Equip/Maint/Supplies		0.00	1,032.00	0.00%
6200	Operations & Maint	1,145.09	2,479.52	46,440.00	5.34%
6115	Overtime	218.66	648.72	10,000.00	6.49%
6118	Pager Pay	225.00	450.75	3,500.00	12.88%
6120	Payroll Expense	8,716.51	20,217.12	137,023.00	14.75%
6204	Permits		0.00	2,580.00	0.00%
6121	Plant Operator	2,346.24	4,756.01	29,285.00	16.24%
6329	Postage	150.00	150.00	3,000.00	5.00%
6441	Res. to Plant Tie Feasability		0.00	75,000.00	0.00%
6795	Reserve for Contingencies		0.00	98,902.00	0.00%
6521	Reserve Transfer (ACER Reserve		0.00	13,500.00	0.00%
6415	Reservoir Cleaning		0.00	10,320.00	0.00%
6208	Safety Equipment & Supplies		0.00	2,000.00	0.00%
6417	Sludge Hauling		0.00	3,096.00	0.00%
6525	Transfer Out (PW Reserve)		0.00	12,500.00	0.00%
6524	Transfer Out (Water Debt Svc)		0.00	200,000.00	0.00%
6210	Utilities	1,787.62	2,487.69	30,960.00	8.04%

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

<b>Account Number</b>		<b>Current Period Aug 2024 Aug 2024 Actual</b>	<b>Year-To-Date Jul 2024 Aug 2024 Actual</b>	<b>Annual Budget Jul 2024 Jun 2025</b>	<b>Jul 2024 Jun 2025 Percent of Budget</b>
6109	Utility Worker I	1,416.96	2,015.46	20,751.00	9.71%
6108	Utility Worker II	1,745.28	3,383.56	22,691.00	14.91%
6027	Vehicle Maintenance	42.22	42.22	10,000.00	0.42%
<b>Other Expense</b>					
6201	Lab Equipment		0.00	5,160.00	0.00%
6440	Transmission Line Feasibility		0.00	75,000.00	0.00%
	<b>Expenses</b>	<b>\$39,489.51</b>	<b>\$104,138.61</b>	<b>\$1,360,779.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$98,039.72</b>	<b>\$144,644.58</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$98,039.72</b>	<b>\$144,644.58</b>	<b>\$0.00</b>	

**Fund Balances**

Beginning Fund Balance	223,960.74	177,355.88	0.00	0.00%
Net Change in Fund Balance	98,039.72	144,644.58	0.00	0.00%
Ending Fund Balance	322,000.46	322,000.46	0.00	0.00%

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

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	39,537.00	0.00%
4952	Interest Income	79.81	158.49	1,186.00	13.36%
	<b>Revenue</b>	<b>\$79.81</b>	<b>\$158.49</b>	<b>\$40,723.00</b>	
	<b>Gross Profit</b>	<b>\$79.81</b>	<b>\$158.49</b>	<b>\$40,723.00</b>	
<b>Expenses</b>					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	20,223.00	0.00%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6405	Vehicle Lease	0.00	0.00	15,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,723.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$79.81</b>	<b>\$158.49</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$79.81</b>	<b>\$158.49</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	(3,149.89)	(3,228.57)	0.00	0.00%
	Net Change in Fund Balance	79.81	158.49	0.00	0.00%
	Ending Fund Balance	(3,070.08)	(3,070.08)	0.00	0.00%

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

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	370,905.00	0.00%
4949	Grant- OBDD	0.00	0.00	20,000.00	0.00%
4952	Interest Income	1,207.37	2,397.64	11,127.00	21.55%
4792	System Development Charges	28,536.00	57,072.00	214,020.00	26.67%
	<b>Revenue</b>	<b>\$29,743.37</b>	<b>\$59,469.64</b>	<b>\$616,052.00</b>	
	<b>Gross Profit</b>	<b>\$29,743.37</b>	<b>\$59,469.64</b>	<b>\$616,052.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6983	3rd - E 2nd	0.00	0.00	53,156.00	0.00%
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	514,896.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$616,052.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$29,743.37</b>	<b>\$59,469.64</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$29,743.37</b>	<b>\$59,469.64</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	99,173.86	69,447.59	0.00	0.00%
	Net Change in Fund Balance	29,743.37	59,469.64	0.00	0.00%
	Ending Fund Balance	128,917.23	128,917.23	0.00	0.00%



## Water Debt Service Statement of Revenue and Expenditures

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	229,537.00	0.00%
4952	Interest Income	855.32	1,698.53	6,886.00	24.67%
4981	Transfer In - Water Fund	0.00	0.00	200,000.00	0.00%
	<b>Revenue</b>	<b>\$855.32</b>	<b>\$1,698.53</b>	<b>\$436,423.00</b>	
	<b>Gross Profit</b>	<b>\$855.32</b>	<b>\$1,698.53</b>	<b>\$436,423.00</b>	
<b>Expenses</b>					
6150	Debt Service Expense	0.00	0.00	131,522.00	0.00%
6945	Debt Service Interest	0.00	0.00	84,628.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	220,273.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$436,423.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$855.32</b>	<b>\$1,698.53</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$855.32</b>	<b>\$1,698.53</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	464,937.53	464,094.32	0.00	0.00%
	Net Change in Fund Balance	855.32	1,698.53	0.00	0.00%
	Ending Fund Balance	465,792.85	465,792.85	0.00	0.00%

*Report Options*

Fund: Water Debt Service  
 Period: 8/1/2024 to 8/31/2024  
 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 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	533,158.00	0.00%
4952	Interest Income	1,884.37	3,742.05	15,995.00	23.40%
4913	Miscellaneous Income	800.00	1,600.00	0.00	0.00%
4940	Security Deposits	473.76	961.30	8,000.00	12.02%
4920	Sewer Inspections	616.00	1,232.00	0.00	0.00%
4963	Stormwater	872.00	2,082.00	0.00	0.00%
4960	Users Fees	31,442.37	70,028.54	404,330.00	17.32%
	<b>Revenue</b>	<b>\$36,088.50</b>	<b>\$79,645.89</b>	<b>\$961,483.00</b>	
	<b>Gross Profit</b>	<b>\$36,088.50</b>	<b>\$79,645.89</b>	<b>\$961,483.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6124	Accounting Clerk	513.80	1,061.55	13,000.00	8.17%
6325	Ads & Printing	0.00	0.00	206.00	0.00%
6300	Attorney/Legal Fees	293.37	293.37	1,548.00	18.95%
6301	Audit Fees	0.00	0.00	5,676.00	0.00%
6326	Chemicals	0.00	0.00	2,064.00	0.00%
6101	City Administrator	1,474.30	2,935.80	22,000.00	13.34%
6102	City Clerk	1,005.98	1,994.90	12,498.00	15.96%
6123	City Recorder	1,085.60	2,122.70	14,114.00	15.04%
6227	Collection System	1,341.23	1,341.23	40,000.00	3.35%
6306	Contract Services	2,096.42	3,591.42	30,960.00	11.60%
6427	Deposit Refund	157.92	157.92	1,016.00	15.54%
6981	Disinfection	0.00	0.00	189,608.00	0.00%
6305	Dues, Travel, Training	174.13	571.02	4,128.00	13.83%
6334	Emergency Services	0.00	0.00	5,160.00	0.00%
6221	Equipment/Maintenance	1,133.78	1,133.78	0.00	0.00%
6119	Facilities Manager	2,135.87	4,238.83	28,606.00	14.82%
6337	Fuel	59.36	59.36	0.00	0.00%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,320.00	0.00%
6202	Liability Insurance	0.00	13,837.58	12,384.00	111.74%
6203	Misc. Tools	0.00	556.54	1,342.00	41.47%
6252	Miscellaneous Expense	90.47	122.07	516.00	23.66%
6230	Office Equip/Maint/Supplies	0.00	39.99	774.00	5.17%
6328	Office Supplies	0.00	0.00	516.00	0.00%
6200	Operations & Maint	1,306.17	3,818.05	40,000.00	9.55%
6115	Overtime	218.65	648.70	2,000.00	32.44%
6118	Pager Pay	225.00	450.75	3,000.00	15.03%
6120	Payroll Expense	7,597.16	17,868.44	115,099.00	15.52%
6204	Permits	0.00	3,689.00	5,160.00	71.49%
6121	Plant Operator	2,346.24	4,756.01	29,285.00	16.24%
6329	Postage	150.00	150.00	2,580.00	5.81%
6795	Reserve for Contingencies	0.00	0.00	191,425.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	13,500.00	0.00%
6208	Safety Equipment & Supplies	403.49	422.95	2,064.00	20.49%
6417	Sludge Hauling	0.00	0.00	7,224.00	0.00%
6525	Transfer Out (PW Reserve)	0.00	0.00	12,500.00	0.00%
6946	Transfer Out (Stormwater)	0.00	0.00	12,000.00	0.00%
6210	Utilities	1,490.06	2,486.97	35,088.00	7.09%

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

<b>Account Number</b>		<b>Current Period Aug 2024 Aug 2024 Actual</b>	<b>Year-To-Date Jul 2024 Aug 2024 Actual</b>	<b>Annual Budget Jul 2024 Jun 2025</b>	<b>Jul 2024 Jun 2025 Percent of Budget</b>
6422	Utility Truck Purchase	0.00	0.00	60,000.00	0.00%
6109	Utility Worker I	944.64	1,343.64	13,834.00	9.71%
6108	Utility Worker II	1,163.52	2,255.71	15,127.00	14.91%
6027	Vehicle Maintenance	412.81	805.46	3,096.00	26.02%
<b>Other Expense</b>					
6201	Lab Equipment	0.00	0.00	2,064.00	0.00%
	<b>Expenses</b>	<b>\$27,819.97</b>	<b>\$72,753.74</b>	<b>\$961,482.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$8,268.53</b>	<b>\$6,892.15</b>	<b>\$1.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$8,268.53</b>	<b>\$6,892.15</b>	<b>\$1.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	514,414.30	515,790.68	0.00	0.00%
	Net Change in Fund Balance	8,268.53	6,892.15	1.00	0.00%
	Ending Fund Balance	522,682.83	522,682.83	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	64,261.00	0.00%
4952	Interest Income	130.98	260.10	2,570.00	10.12%
	<b>Revenue</b>	<b>\$130.98</b>	<b>\$260.10</b>	<b>\$66,831.00</b>	
	<b>Gross Profit</b>	<b>\$130.98</b>	<b>\$260.10</b>	<b>\$66,831.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	51,831.00	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>\$66,831.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$130.98</b>	<b>\$260.10</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$130.98</b>	<b>\$260.10</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	65,890.45	65,761.33	0.00	0.00%
	Net Change in Fund Balance	130.98	260.10	0.00	0.00%
	Ending Fund Balance	66,021.43	66,021.43	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	354,879.00	0.00%
4952	Interest Income	949.60	1,885.75	10,646.00	17.71%
4792	System Development Charges	16,988.00	33,976.00	119,003.00	28.55%
	<b>Revenue</b>	<b>\$17,937.60</b>	<b>\$35,861.75</b>	<b>\$484,528.00</b>	
	<b>Gross Profit</b>	<b>\$17,937.60</b>	<b>\$35,861.75</b>	<b>\$484,528.00</b>	
<b>Expenses</b>					
6981	Disinfection	0.00	0.00	47,402.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	437,126.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$484,528.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$17,937.60</b>	<b>\$35,861.75</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$17,937.60</b>	<b>\$35,861.75</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	461,364.23	443,440.08	0.00	0.00%
	Net Change in Fund Balance	17,937.60	35,861.75	0.00	0.00%
	Ending Fund Balance	479,301.83	479,301.83	0.00	0.00%

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

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	127,323.00	0.00%
4952	Interest Income	447.71	889.08	3,820.00	23.27%
4292	Recology Franchise Fees	0.00	0.00	4,900.00	0.00%
4290	State Gas Tax Revenue	7,678.25	16,469.70	92,400.00	17.82%
	<b>Revenue</b>	<b>\$8,125.96</b>	<b>\$17,358.78</b>	<b>\$228,443.00</b>	
	<b>Gross Profit</b>	<b>\$8,125.96</b>	<b>\$17,358.78</b>	<b>\$228,443.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6101	City Administrator	737.16	1,467.91	11,000.00	13.34%
6123	City Recorder	86.84	169.81	1,129.00	15.04%
6306	Contract Services	0.00	0.00	15,480.00	0.00%
6982	East Main Street	0.00	0.00	45,895.00	0.00%
6221	Equipment/Maintenance	199.98	425.50	2,064.00	20.62%
6119	Facilities Manager	1,124.14	2,230.96	15,257.00	14.62%
6236	Footpaths/Bikepaths	0.00	0.00	5,160.00	0.00%
6200	Operations & Maint	0.00	22.11	20,640.00	0.11%
6120	Payroll Expense	2,662.11	6,219.61	32,660.00	19.04%
6121	Plant Operator	521.39	1,056.89	6,508.00	16.24%
6795	Reserve for Contingencies	0.00	0.00	4,378.00	0.00%
6229	Street Lights	1,776.61	1,776.61	17,338.00	10.25%
6222	Street Maintenance	0.00	34.04	41,280.00	0.08%
6109	Utility Worker I	314.88	447.88	4,611.00	9.71%
6108	Utility Worker II	387.84	751.90	5,042.00	14.91%
	<b>Expenses</b>	<b>\$7,810.95</b>	<b>\$14,603.22</b>	<b>\$228,442.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$315.01</b>	<b>\$2,755.56</b>	<b>\$1.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$315.01</b>	<b>\$2,755.56</b>	<b>\$1.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	121,404.45	118,963.90	0.00	0.00%
	Net Change in Fund Balance	315.01	2,755.56	1.00	0.00%
	Ending Fund Balance	121,719.46	121,719.46	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	157,157.00	0.00%
4952	Interest Income	440.17	874.10	6,286.00	13.91%
4792	System Development Charges	9,384.00	24,092.00	61,148.00	39.40%
	<b>Revenue</b>	<b>\$9,824.17</b>	<b>\$24,966.10</b>	<b>\$224,591.00</b>	
	<b>Gross Profit</b>	<b>\$9,824.17</b>	<b>\$24,966.10</b>	<b>\$224,591.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	178,696.00	0.00%
6416	System Development	0.00	0.00	45,895.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$224,591.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$9,824.17</b>	<b>\$24,966.10</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$9,824.17</b>	<b>\$24,966.10</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	185,981.89	170,839.96	0.00	0.00%
	Net Change in Fund Balance	9,824.17	24,966.10	0.00	0.00%
	Ending Fund Balance	195,806.06	195,806.06	0.00	0.00%

**Sidewalk Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	28,116.00	0.00%
4952	Interest Income	56.76	112.71	843.00	13.37%
	<b>Revenue</b>	<b>\$56.76</b>	<b>\$112.71</b>	<b>\$28,959.00</b>	
	<b>Gross Profit</b>	<b>\$56.76</b>	<b>\$112.71</b>	<b>\$28,959.00</b>	
<b>Expenses</b>					
6499	Capital Reserve	0.00	0.00	3,459.00	0.00%
6427	Deposit Refund	0.00	0.00	500.00	0.00%
6423	Sidewalk Installation	0.00	15,000.00	25,000.00	60.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$28,959.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$56.76</b>	<b>(\$14,887.29)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$56.76</b>	<b>(\$14,887.29)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	18.68	14,962.73	0.00	0.00%
	Net Change in Fund Balance	56.76	(14,887.29)	0.00	0.00%
	Ending Fund Balance	75.44	75.44	0.00	0.00%



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

Account Number		Current Period Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	28,537.00	0.00%
4931	Building Permits - Structural	2,631.27	2,959.97	0.00	0.00%
4939	Code Compliance Fees	0.00	75.00	500.00	15.00%
4938	County Building Services	0.00	0.00	4,000.00	0.00%
4952	Interest Income	66.43	131.91	856.00	15.41%
	<b>Revenue</b>	<b>\$2,697.70</b>	<b>\$3,166.88</b>	<b>\$33,893.00</b>	
	<b>Gross Profit</b>	<b>\$2,697.70</b>	<b>\$3,166.88</b>	<b>\$33,893.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6124	Accounting Clerk	102.76	212.31	2,600.00	8.17%
6101	City Administrator	368.58	733.96	5,500.00	13.34%
6123	City Recorder	217.12	424.54	2,823.00	15.04%
6119	Facilities Manager	224.82	446.18	3,814.00	11.70%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	641.58	1,610.93	11,053.00	14.57%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	7,953.00	0.00%
	<b>Expenses</b>	<b>\$1,554.86</b>	<b>\$3,427.92</b>	<b>\$33,893.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$1,142.84</b>	<b>(\$261.04)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$1,142.84</b>	<b>(\$261.04)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	29,177.77	30,581.65	0.00	0.00%
	Net Change in Fund Balance	1,142.84	(261.04)	0.00	0.00%
	Ending Fund Balance	30,320.61	30,320.61	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	151,301.00	0.00%
4952	Interest Income	306.60	608.86	4,539.00	13.41%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	<b>Revenue</b>	<b>\$306.60</b>	<b>\$608.86</b>	<b>\$156,440.00</b>	
	<b>Gross Profit</b>	<b>\$306.60</b>	<b>\$608.86</b>	<b>\$156,440.00</b>	
<b>Expenses</b>					
6124	Accounting Clerk	205.52	424.62	5,200.00	8.17%
6313	Administrative Costs	0.00	32.20	250.00	12.88%
6300	Attorney/Legal Fees	293.37	293.37	1,000.00	29.34%
6101	City Administrator	737.16	1,467.91	11,000.00	13.34%
6123	City Recorder	434.24	849.08	5,646.00	15.04%
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	946.17	2,354.86	16,384.00	14.37%
6795	Reserve for Contingencies	0.00	0.00	96,910.00	0.00%
	<b>Expenses</b>	<b>\$2,616.46</b>	<b>\$5,422.04</b>	<b>\$156,440.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$2,309.86)</b>	<b>(\$4,813.18)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$2,309.86)</b>	<b>(\$4,813.18)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	151,407.42	153,910.74	0.00	0.00%
	Net Change in Fund Balance	(2,309.86)	(4,813.18)	0.00	0.00%
	Ending Fund Balance	149,097.56	149,097.56	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4952	Interest Income	79.18	157.24	0.00	0.00%
4921	Municipal Court Equip Assmt	60.00	128.00	900.00	14.22%
4980	Transfer In - Gen Fund	0.00	0.00	12,500.00	0.00%
4982	Transfer In - Sewer Fund	0.00	0.00	13,500.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	13,500.00	0.00%
	<b>Revenue</b>	<b>\$139.18</b>	<b>\$285.24</b>	<b>\$40,400.00</b>	
	<b>Gross Profit</b>	<b>\$139.18</b>	<b>\$285.24</b>	<b>\$40,400.00</b>	
<b>Expenses</b>					
6403	Copy/Postal/Computing	948.00	948.00	4,000.00	23.70%
6414	Software	2,810.76	2,810.76	5,000.00	56.22%
6408	Support Services	0.00	0.00	16,400.00	0.00%
6437	Water Billing Software	0.00	0.00	15,000.00	0.00%
	<b>Expenses</b>	<b>\$3,758.76</b>	<b>\$3,758.76</b>	<b>\$40,400.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$3,619.58)</b>	<b>(\$3,473.52)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$3,619.58)</b>	<b>(\$3,473.52)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	48,405.64	48,259.58	0.00	0.00%
	Net Change in Fund Balance	(3,619.58)	(3,473.52)	0.00	0.00%
	Ending Fund Balance	44,786.06	44,786.06	0.00	0.00%

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	2,249.00	0.00%
4952	Interest Income	53.54	106.32	67.00	158.69%
4982	Transfer In - Sewer Fund	0.00	0.00	12,500.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	12,500.00	0.00%
	<b>Revenue</b>	<b>\$53.54</b>	<b>\$106.32</b>	<b>\$27,316.00</b>	
	<b>Gross Profit</b>	<b>\$53.54</b>	<b>\$106.32</b>	<b>\$27,316.00</b>	
<b>Expenses</b>					
6415	Lab/Office	0.00	0.00	10,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	12,826.00	0.00%
6433	Security Cameras	0.00	4,490.00	4,490.00	100.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$4,490.00</b>	<b>\$27,316.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$53.54</b>	<b>(\$4,383.68)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$53.54</b>	<b>(\$4,383.68)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	22,877.87	27,315.09	0.00	0.00%
	Net Change in Fund Balance	53.54	(4,383.68)	0.00	0.00%
	Ending Fund Balance	22,931.41	22,931.41	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund  
 Period: 8/1/2024 to 8/31/2024  
 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 Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	469,704.00	0.00%
4952	Interest Income	1,133.96	2,251.86	14,091.00	15.98%
4792	System Development Charges	14,708.00	24,092.00	94,800.00	25.41%
	<b>Revenue</b>	<b>\$15,841.96</b>	<b>\$26,343.86</b>	<b>\$578,595.00</b>	
	<b>Gross Profit</b>	<b>\$15,841.96</b>	<b>\$26,343.86</b>	<b>\$578,595.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	478,595.00	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>\$578,595.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$15,841.96</b>	<b>\$26,343.86</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$15,841.96</b>	<b>\$26,343.86</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	569,924.62	559,422.72	0.00	0.00%
	Net Change in Fund Balance	15,841.96	26,343.86	0.00	0.00%
	Ending Fund Balance	585,766.58	585,766.58	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	6,604.00	0.00%
4952	Interest Income	28.03	55.66	198.00	28.11%
4984	Transfer in - Parks	0.00	0.00	7,500.00	0.00%
	<b>Revenue</b>	<b>\$28.03</b>	<b>\$55.66</b>	<b>\$14,302.00</b>	
	<b>Gross Profit</b>	<b>\$28.03</b>	<b>\$55.66</b>	<b>\$14,302.00</b>	
<b>Expenses</b>					
6420	Beulah Park Improvements	0.00	3,160.00	3,160.00	100.00%
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	8,142.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$3,160.00</b>	<b>\$14,302.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$28.03</b>	<b>(\$3,104.34)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$28.03</b>	<b>(\$3,104.34)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	11,351.49	14,483.86	0.00	0.00%
	Net Change in Fund Balance	28.03	(3,104.34)	0.00	0.00%
	Ending Fund Balance	11,379.52	11,379.52	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4952	Interest Income	23.51	46.71	200.00	23.36%
4982	Transfer In - Sewer Fund	0.00	0.00	12,000.00	0.00%
	<b>Revenue</b>	<b>\$23.51</b>	<b>\$46.71</b>	<b>\$12,200.00</b>	
	<b>Gross Profit</b>	<b>\$23.51</b>	<b>\$46.71</b>	<b>\$12,200.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	12,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$23.51</b>	<b>\$46.71</b>	<b>\$200.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$23.51</b>	<b>\$46.71</b>	<b>\$200.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	23.20	0.00	0.00	0.00%
	Net Change in Fund Balance	23.51	46.71	200.00	0.00%
	Ending Fund Balance	46.71	46.71	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	118,745.00	0.00%
4952	Interest Income	338.54	672.28	3,562.00	18.87%
4792	System Development Charges	7,824.00	15,648.00	50,430.00	31.03%
	<b>Revenue</b>	<b>\$8,162.54</b>	<b>\$16,320.28</b>	<b>\$172,737.00</b>	
	<b>Gross Profit</b>	<b>\$8,162.54</b>	<b>\$16,320.28</b>	<b>\$172,737.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	172,737.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$172,737.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$8,162.54</b>	<b>\$16,320.28</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$8,162.54</b>	<b>\$16,320.28</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	169,906.39	161,748.65	0.00	0.00%
	Net Change in Fund Balance	8,162.54	16,320.28	0.00	0.00%
	Ending Fund Balance	178,068.93	178,068.93	0.00	0.00%



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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	45,645.00	0.00%
4952	Interest Income	126.44	251.09	1,369.00	18.34%
4983	Transfer in -Police Reserve	0.00	0.00	13,000.00	0.00%
4926	Vehicle Replacement Assmt	300.00	630.00	4,500.00	14.00%
	<b>Revenue</b>	<b>\$426.44</b>	<b>\$881.09</b>	<b>\$64,514.00</b>	
	<b>Gross Profit</b>	<b>\$426.44</b>	<b>\$881.09</b>	<b>\$64,514.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	64,514.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,514.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$426.44</b>	<b>\$881.09</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$426.44</b>	<b>\$881.09</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	65,842.78	65,388.13	0.00	0.00%
	Net Change in Fund Balance	426.44	881.09	0.00	0.00%
	Ending Fund Balance	66,269.22	66,269.22	0.00	0.00%

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

Account Number		Current Period Aug 2024 Aug 2024 Actual	Year-To-Date Jul 2024 Aug 2024 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	15,472.00	0.00%
4952	Interest Income	31.23	62.02	464.00	13.37%
	<b>Revenue</b>	<b>\$31.23</b>	<b>\$62.02</b>	<b>\$15,936.00</b>	
	<b>Gross Profit</b>	<b>\$31.23</b>	<b>\$62.02</b>	<b>\$15,936.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	15,936.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,936.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$31.23</b>	<b>\$62.02</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$31.23</b>	<b>\$62.02</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	15,867.27	15,836.48	0.00	0.00%
	Net Change in Fund Balance	31.23	62.02	0.00	0.00%
	Ending Fund Balance	15,898.50	15,898.50	0.00	0.00%



**MINUTES**  
**City Council Meeting**  
Wednesday, August 14, 2024  
6:30 P.M.

**1. CALL TO ORDER – Roll Call**

The meeting was called to order at 6:32 p.m.

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

**Staff Present, In-Person:** Shelley Reimer, City Administrator; Adam Miller, Police Department; Jason Wofford, Public Works; Angie Fowler, City Recorder

**2. FLAG SALUTE**

**3. PUBLIC COMMENT**

Robert Davis, 212 N Maple

Mr. Davis spoke of heavy traffic on Sundays in the morning, passing by his house and heavy traffic on the weekdays at about 6 a.m. and again at 4 p.m. on weekdays. The traffic is moving down Azalea and Maple St. (Hwy 47). He stated that the traffic is speeding through town and there are no police on duty when this is happening. He stated that something has to be done, maybe a police schedule change is necessary. He has considered throwing himself in front of one of the speeding vehicles.

The mayor asked if anyone else present or online would like to make a public comment. There were no hands raised in person or online.

**4. AGENDA UPDATES OR ADDITIONS – There were no updates or additions to the agenda.**

**5. CONSENT AGENDA**

- A. Financial Statement to Current
- B. Minutes July 10, 2024, City Council Meeting
- C. Minutes July 24, 2024, Special City Council Meeting
- D. R-825 A Resolution Approving Rate Increase for Recology Western Oregon Waste – Voted on in July meeting.

The mayor asked a question regarding the financials. She wanted to know if the decontamination line item in sewer was part of the process or if it was maintenance.



The word “decontamination” was then clarified to be “disinfection.”

Jason Wofford stated that disinfection is part of their CIP projects. It is to upgrade the mechanical components at the lagoons. All of the pumps, electrical components, valves, chlorine capacity for disinfection... the building. AKS will be coming up with a design and they will be putting it out to bid in October. This would be a huge upgrade to the older system, increasing our ability to disinfect our effluent going out to the creek.

No one had any further questions regarding the consent agenda.

## **A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED**

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

**Ayes (4): Potter, Corrigan, Askey, Jensen**

**Nays (0): None**

**The motion carried.**

## **6. COMMITTEE REPORTS**

### **A. Planning Commission**

Planning Chair Ken Moore stated that the planning meeting is going to be a week later this month so that they could give required notice of the Public Hearing for the Lighting Ordinance. They wanted to push it through quickly and not extend it for another month.

Additionally, they will be having a public hearing for conditional use at a property just outside of town.

He spoke of a recent training that he attended put on by MWVGOG and held by the City of Carlton. He was very impressed with their planner. He also was able to speak with our city attorney.

He raised the question regarding different builders meeting planning criteria vs. a negative public opinion on a specific development application. Speaking with a few different people in the meeting, the consensus confirmed that if building homes/development met criteria there is no wiggle room for opinion. However, with different instances, such as gas stations, there may be a little more wiggle room to deny based on different factors.

### **B. Water Advisory Committee**

The water advisory did not have a chair yet. The city recorder noted that they had voted on a chair to recommend to the council and that was in a later part of the council’s agenda. However, they did meet and get a refresher on what the water advisory was working on before the pause in meetings. They went over public meeting protocols, and the facilities manager made the decision to move the



City of Yamhill to Level 1 Water Conservation which does not include any restrictions but starts a public media campaign to educate the public on how to conserve water.

Notices were posted on the website, Dak board, and city Facebook page to notify residents of the Level 1 Water Watch. The city recorder also posted water conservation tips among these platforms.

## 7. UNFINISHED BUSINESS

### A. Recommendation of Cathy Phillips for Water Advisory Chair – Approval

The council did not have any discussion.

### **A MOTION TO APPROVE THE RECOMMENDATION OF CATHY PHILLIPS AS WATER ADVISORY CHAIR.**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey**

**Ayes (4): Potter, Corrigan, Askey, Jensen**

**Nays (0): None**

**The motion carried.**

The mayor congratulated Cathy Phillips.

### B. DLCD Grant Contract Updated Contracts - Approval

#### 1. Summary of Updates

#### 2. Contract for Technical Assistance Grant TA 25-018 - Updated

#### 3. Contract for Housing Planning Assistance Grant HA -25-004 – Updated

### C. 3J Consulting Contract Update - Approval

#### 1. 3J Consulting Addendum

The City Administrator spoke of both DLCDC Grant contracts and the Updated 3J Consulting Contract at the same time. These were both recently updated to change timelines on projects and costs/payables, which gave us an additional \$18,000 in grant funding to complete the projects. This in turn updated the amount to be paid to 3J Consulting so that the contract was updated as well.

She asked the council for approval to sign these contracts as amended.

### **A MOTION TO APPROVE THE CITY ADMINISTRATOR TO UPDATE THE CONTRACT FOR THIS GRANT AND THE 3J CONSULTING CONTRACT AND SIGN**

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

**Ayes (4): Potter, Corrigan, Askey, Jensen**

**Nays (0): None**



## The motion carried.

### D. Fire Department Water Usage - Update

Per last month's request from the mayor, the City Administrator let the council know that as of today the fire department had used 1907 gallons of water.

Councilor Corrigan noted their bill would be about \$94/mo.

The mayor asked the council what their thoughts were regarding an MOU for the fire department.

Councilor Corrigan mentioned that we had not charged the fire department for 30 years (after separation from the city) The proposed MOU strictly states that the water usage is not for personal use. The main reason this is being brought up is due to citizens raising concern with the fire department washing their personal vehicles. He stated that as long as there is a mechanism in the agreement that states that this can be changed if an issue comes up, he likes the idea of the fire department having water if his farm is to catch on fire.

Councilor Jensen asked if the MOU could be sent out to the council again for review.

Councilor Askey asked for clarification on if the water being metered by the fire department now was used in their tenders.

It was clarified that there are two connections at the fire department. One for building use that his metered and one to fill the fire trucks that is unmetered. Public works would like to meter both connections so they can track water usage and be aware if there are leaks present in the lines, but the now unmetered connection would not be charged for.

Councilor Corrigan stated that he personally would support not charging them, but their usage should be announced publicly so that people can be aware the water is being used for firefighter resources.

Jason Wofford asked if he could say something. And was given the opportunity to speak.

He wanted the council to note that the cost of the meters on the lines that go into the fire department are \$1200- \$1500. If we are going to charge them about \$100/mo. that is basically just paying for issues that may come up and their fix.

He stated that if the fire department is not paying the taxpayers are paying for the fixes. He feels that they should at least be paying the base rate to cover any maintenance and expenses incurred by the city.

Councilor Jensen agreed with Jason.

There was more discussion about what is normal for different cities and fire departments. The



council decided that they would like to review the MOU again and add this as an agenda item to the special meeting next Wednesday so that they can expedite the process for this as it has been being discussed for a long time.

## **8. NEW BUSINESS**

### **A. Haugeberg, Rueter, Gowell, Fredricks & Higgins, P.C. – Discussion/Approval**

#### **1. Engagement Letter**

Essentially, this would be renewing our agreement with Tyler, our lawyer, we have been using for the last 25 years.

The mayor noted that in the agreement they do make it clear that they have limitations when it comes to personnel issues. That these types of issues would need to be referred somewhere else. But they are willing and able to continue our relationship and renew our agreement. They have been in contact and communicating well with the new city administrator.

The city administrator, Shelley Reimer, reiterated that they have had contact with and discussed the issues we have previously been having communication and are moving on. She went on to state that this is on the agenda for authorization from the council for the city administrator to sign the contract on their behalf and with their approval.

Councilor Corrigan clarified from a conversation that he had had with Shelley regarding the contract that we have multiple tools when it comes to lawyers. And more affordable tools when it comes to contracts that are simpler to manage and other lawyers that we use when we need to ‘step up our game.’ And these contracted lawyers can work side-by-side and are aware of each other. There would be no conflicts in that regard.

Shelley reiterated and agreed with Councilor Corrigan’s assessment.

The mayor stated that she supports that.

**A MOTION TO APPROVE THE CITY ADMINISTRATOR TO BE ABLE TO SIGN AND APPROVE THE UPDATED CONTRACT WITH LEGAL.**

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

**Ayes (4): Potter, Corrigan, Askey, Jensen**

**Nays (0): None**

**The motion carried.**

### **B. Grove, Mueller & Swank/RedW CPAs – Discussion/Approval**

#### **1. Engagement Letter**

#### **2. Master Services Agreement**



City Administrator, Shelley Reimer discussed the RedW CPA's contracts. These are two contracts from our auditors, the name change is due to this firm buying out the previous firm, but it is still the same people that have been doing our audit for years.

She forwarded these contracts to the lawyers for review, and they have given their legal assessment of the agreements. The lawyer did have some concerns, the main concern being that this is requiring a Master Services Agreement (MSA) and Statement of Work (SOW). Shelley has brought this to the meeting to get feedback from the council. Does the council have feedback that you would like her to pass on to legal? Does the council want her to move forward on the lawyer's concerns? Does the council want to give her the authority to move forward with the contract?

The mayor asked if we have the option to put this out to bid and Shelley said this is something that we would be able to do but the audit is scheduled for the 26<sup>th</sup> of August, so she is unsure if we have the time to do that.

We would have to go out to bid, which could delay our audit and change who we have been working with or we could sign a long-term contract with the new firm that our auditors have merged with.

Shelley's recommendation is that we send the language from our legal counsel to the auditing firm with our concerns and see what feedback we get. And then, and then the Council can take a look at that feedback and decide that you want to move forward.

She stated that she thinks an MSA is standard, and the lawyer just wants to make sure you guys are aware of the changes. Right now, monetarily, it's \$23,000 a year, which is a \$3,000 dollar increase from last year. So, it's not a huge increase to our budget. It's just that there's no telling if three years or five years, ten years from now, what that number could go to, and we've signed this long-term agreement -that's the concern.

The mayor asked the city administrator to consult with the lawyer and if she (the lawyer) thinks that we should put it out to bid then we should go that way.

Councilor Corrigan stated that a 25-year contract, [10] without being certain about it, is not something that he would be in favor of. He thinks that we need to definitely "iron out the wrinkles" with the lawyers prior to proceeding with the audit.

The city administrator stated that she is going to forward the council's concerns to the lawyers to have them reach out to the CPAs with all the concerns and get more information.

## 9. DEPARTMENT REPORTS

### A. City Administrator Report – Shelley Reimer

#### 1. PowerPoint Presentation

The City Administrator gave a PowerPoint presentation on the departments for the month of July.\





## B. Police Department – Officer AJ Miller

1. Police Statistics Report
2. Police Staff Report

The reports were included in the packet and highlighted in the City Administrator’s report. Officer Miller did not have anything to add beyond what the City Administrator had already reported.

## C. Public Works – Jason Wofford

Jason stated that they are starting some of their CIP projects for this year.

They are going to be doing the West Third Street, Olive Street water distribution line improvement. That goes out to bid in the next couple of weeks. This project will be putting in a new six-inch line with all new service, that's a main trunk line.

Also, as was mentioned by the mayor, the disinfection aspect to our wastewater treatment plant, which will be going out to bid in October. They will be getting the screen implementation. They had a pre-con meeting with Lawson Corp, who's going to be doing the installation that's going to be kicking off the latter part of this month.

The archeological dig should be taking place here rather soon. It's not, not a big one. They're taking out just a bucket worth of material out of there, just to kind of give an oversight view of the area.

On a staff note, Kyle Adams has just completed his backflow device specialist certification, and now he can offer that service up to residents at a \$50 charge. So, people who aren't getting it done, we can help get that done for you. If you can't get ahold of a contractor or someone of that nature to perform the inspection, we can help speed up the process.

Shelley Reimer added they did update the CIP projects, and they are listed on the website. They have also changed the format to show the CIP projects that have been completed. So, we can take note of the progress that has been made.

## **10. COUNCIL REPORTS**

### A. Mayor

The mayor announced that Councilor Kay Echaury has resigned from her position. She has completed a little over half of her 4-year term and the council will need to begin the process to appoint someone to fill that position for the remainder of the term.

They set a deadline for the next council meeting for interested people to submit an application and stated that they would take nominations at that council meeting as well. The prospective candidates will have an opportunity to speak to the council and public to introduce themselves and share. Then the public will get the opportunity to state their thoughts about the nominees. The council will then decide and vote.



B. Council

Councilor, Tim Askey

Tim spoke of the Newsletter he has been working on. He has been meeting with Shelley to work on this for the past couple of weeks and thinks they have put together a good platform for it.

He provided some paper samples and an electronic sample. The electronic sample had links to information on the website.

The ideas he has for articles in the newsletter are not really in this sample. He pulled mostly information from the website and Shelley's monthly reports. Some of the ideas he had included:

Highlighting photos from past events, like Derby Days to put in there.

Reports on City wins, in example showing graphs of how the water leaks have been fixed over the last couple of years.

There could be a councilor that is featured each month. The selected councilor could write up an article about themselves and what they have been working on for the city.

And more...

He also said the public could get in touch with him if they had any ideas of what they would like to see in the newsletter.

Shelley asked if there should be a resolution of guidelines for the newsletter, so it does not get off track as far as content and the mayor agreed.

Councilor, Marci Jensen

Marci talked about the yearly Tree Lighting for the City. The fire department volunteers had been discussing doing something different for Christmas this year and would like to work together with the city and YDA to do something as a group this year.

She wanted to solidify a date for this so planning could begin. The suggestion was for the Tree lighting to be on Friday, December 6<sup>th</sup>. The consensus agreed with this date and the date was set.

Planning will be forthcoming.



**11. INFORMATION/ANNOUNCEMENTS**

- A. Juliette’s House Ribbon Cutting Invite - August 23, 2024
- B. MWVGOG Legislative Gathering 2024

**12. ADJOURNMENT**

The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

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Yvette Potter  
Mayor, City of Yamhill

Attest:

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Angie Fowler, Recorder



**MINUTES**  
**City Council Meeting**  
Wednesday, March 13, 2024  
6:30 P.M.

**1. CALL TO ORDER**

The meeting was called to order at 6:34 p.m.

**Council Present, In-Person:**

Mayor, Yvette Potter

Councilors: Kay Echuari, Marci Hedin, Shea Corrigan, Tim Askey

**Staff Present, In-Person:**

Greg Graven, Chief of Police /Interim City Administrator; Jason Wofford, Public Works; Angie Fowler, City Recorder

**2. FLAG SALUTE**

**3. PUBLIC COMMENT**

Patty Pairan, 215 N Maple St.

Mrs. Pairan had three main comments involving community involvement in council meetings, police activity and lack of activity, and everyone needing to paying attention to what the city needs as a whole.

Robert Davis, 212 N Maple St.

Mr. Davis spoke of his involvement at the representative for Y.N.A. in Lincoln County Evacuation Assembly Point

There were no further public comments in person or online. Public comment was closed.

**4. AGENDA UPDATES OR ADDITIONS**

There were two additions to the agenda.

1. Unfinished Business, Item C. - Contract Consultant for two DLCD Grants Recommendation
2. New Business - Reimbursement District Code Information

**5. CONSENT AGENDA**

A. Financial Statement to Current

B. 10-11-23 City Council Work Session Minutes

C. 10-11-23 City Council Special Session Minutes

**D. Estimates for Intersection/Park /Council Cameras (2024-25 Budget)**

**A MOTION TO APPROVE THE CONSENT AGENDA AS IS**

**ROLL CALL: Motion introduced by Kay Echaury and seconded by Tim Askey.**

**Ayes (4): Potter, Corrigan, Askey, Echaury**

**Nays (0): None**

**Abstain: (1): Hedin**

**The motion carried.**

**6. COMMITTEE REPORTS**

**A. Planning Commission**

1. Approval of Title 11 Rewrite Project  
Estimate from Walt Wendolowski, City Planner

It was suggested in the Planning Commission meeting to rewrite and combine Title 10 & 11 the zoning and land divisions portions of our code as there are some overlaps and updates necessary that the planning commission is coming across as they review it. Walt Wendolowski, the City Planner, was asked to come up with an estimate for this revision to present to the council for approval. The estimate for \$2,200 was included in the packet.

2. Approval of Planning Commission Nominations for Chair and Vice Chair/Secretary:  
Chairman, Ken Moore; Vice Chair/Secretary, Shawn Freilinger

The planning commission voted on a chair and vice chair/secretary at their February 26, 2024, meeting and are bringing those nominees to the council for approval.

**A MOTION TO APPROVE APPOINTING KEN MOORE AS CHAIRMAN FOR THE PLANNING COMMISSION AND SHAWN FREILINGER FOR VICE CHAIR SLASH SECRETARY.**

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

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

**Nays (0): None**

**The motion carried.**

The mayor thanked Mr. Moore for his work on the planning commission and made mention of

the good things happening with planning commission recently. The mayor then returned to the Title 11 rewrite project order of business and asked Mr. Moore to give the council more information on the reasons for that.

Mr. Moore elaborated two sections on the municipal code being two different viewpoints, but both overlap in several areas. They need to match in those instances.

Additionally, he noted that Walt (Wendolowski) has done this work a lot. Mr. Wendolowski had mentioned that it is unusual to have it separate. And rather than sit down and fix or “piece meal” corrections to these separately, it would be better to do an overhaul.

Councilor Echaury thanked Ken for his explanation and asked if this necessitated a vote. The cost of the estimate was within the threshold to move forward on without approval from council.

## **7. UNFINISHED BUSINESS**

### **A. EOC/EOP Updates and Discussion**

Chief Graven spoke regarding the EOC (Emergency Operations Center) and EOP (Emergency Operations Plan). They have been having meetings for the tabletop exercise with the Yamhill/Carlton School District.

With the EOP he did have a chance to speak to Superintendent Raver and he is in agreement that we can have the school dome as the secondary EOC. All that needs to be done is a new IGA and a soft update to the EOP.

We also met with Brian Young from emergency management and there is potential grant funding coming up in 2027 that we could collaborate with the City of Carlton to get and do a full update to the EOP.

### **B. City of Yamhill/ Yamhill FD Updates RE: IGA Water Agreement, IGA Fuel Agreement, Building Compliance**

The fire district was not at the meeting as planned and this could not be discussed.

### **C. Contract Consultant for two DLCD Grants Recommendation**

This was missed and discussed later in the meeting, prior to adjournment.

## **8. OATH OF OFFICE**

Andrew McMullen took his oath of office joining Yamhill Police Department as a reserve officer.

The mayor asked Corporal Travis Van Cleave to give a quick rundown of the process it takes to

become a reserve officer and all of the steps that have been taken prior to an officer taking his oath.

## **9. NEW BUSINESS**

### **A. Reimbursement District Code Information**

This was not discussed as the developer requesting it did not wish to proceed with the process necessary to establish the reimbursements.

## **10. DEPARTMENT REPORTS**

### **A. Administration**

1. Department Updates Report February 2024

### **B. Police Department**

1. Police Statistics Report February 2024

### **C. Public Works**

The report covered work that the staff was doing on a daily basis throughout the month. The council had no questions regarding the report. The mayor commented that this is exceptional and thanked the Chief and all of the staff.

The mayor then asked for an update on National Night Out and Corporal Van Cleave updated her on the meeting that they recently had. Mayor Potter also asked about the police stats that have been posted on Facebook and the overall response to that.

Thus far, the response has been good, and they will continue to do it unless it becomes an issue.

The mayor asked the facilities manager about Public Works. He stated that what they have been doing is also included in the staff report.

The spoke of visiting Carlton with engineering and looking at/ discussing aerators to help circulate the sludge blanket. Carlton has these in use. He is interested in doing this for Yamhill as it may be a less costly option that can be completed in place of some more costly CIP projects.

He has already been in touch with a vendor to come out and do a trial test in our lagoon.

In reference to the water. He has seen some improvement over the last month. The water loss has is down and the production is up 100,000 due to our new backwash flows. He credited Kyle Adams with the work he has done with the backwash flows.

He noted that in the last 3 years we have reduced the intake in certain peak hours from 397 gpm to 57 gpm. With different improvements in operations and the public's help, there has been great improvement.

The last item he discussed is that the tree in Jonathan Calhoun Park has been planted.

Councilor Echaury also raised awareness that Public Works has been going a great job cleaning up the walking trail.

## **11. COUNCIL REPORTS**

### **A. City of Yamhill Strategic Doing/Visioning Discussion – Mayor Potter**

The mayor summarized the strategic doing and public meeting with Doug Rux and discussed with the council if they would like to continue the process or just say they are good for now and stop with what they already have. The mayor expressed her wish to proceed with this and start having work sessions with the community and get a full-on strategic plan in process. This would require a director to organize the process.

Councilor Echaury agreed with continuing it and finding someone to direct it.

Councilor Corrigan noted that the list of organizations provided with the strategic plan will probably help them find a solution to who to put in charge of that.

The mayor noted that the resources also gave places to go for funding to help support paying a coordinator.

The consensus was to proceed.

## **INFORMATION/ANNOUNCEMENTS**

### **B. PGE Rate Review for changes in 2025**

This was just noted that they are in the process of reviewing their rates and the projected increase would be 7 to 7.5%.

The mayor noted that there is also a delay with Recology so there will not be any increases soon, but they will be happening in the future.

Councilor Hedin asked about a follow-up with the First Fridays survey and the mayor said they would get an update on that too. Councilor Echaury made a suggestion to citizen Patty Pairan that she start coming to First Fridays if she wants to have back-and-forth conversations because that is what they are for, rather than coming to council meetings that are not meant for the back-and-forth conversation.

### **C. Contract Consultant for two DLCD Grants Recommendation**

The two DLCD Grants that were awarded to the city have requirement a for a consultant to run the process for the grants. After a little bit of confusion was cleared up on which body was requesting the city to hire a consultant and the process for being awarded the grants it was agreed to move forward with the process of getting bids for consultants and work with numbers for



budget and get the information to them for the next council meeting.

The mayor asked Jason Wofford to work with the Cycle Oregon program regarding putting a sign in the park.

Robert Davis, a citizen, commented out of turn regarding the grant for the Emergency Services grant having a deadline.

## **12. ADJOURNMENT**

Kay Echauri made a motion to adjourn the meeting. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

---

Yvette Potter  
Mayor, City of Yamhill

Attest:

---

Angie Fowler, Recorder



# City of Yamhill

A small taste of Oregon

## Application for City Council, Committee, or Commission

Name: Kimberly Kind

Address: [REDACTED]

Telephone Number & Email address [REDACTED]

Length of Residency: (1 year min. required) 23 Years

Educational History: AA in Speech Pathology

HS Diploma: Yes/No College Degree: Yes/No

Employment: Turner Construction

Position applying for: City Councilor Pro Term

### Government Service History:

Paid (type): Oregon Dept of Forestry

Position: Admin Asst

Volunteer (type): Healthy Kids insurance; Yamhill County

Position: 1 year

Length of service: 4 Years

### Explain what background prepares you for this position:

I worked in public service for 5 years and understand how the local & state government operates.

### Explain why you wish to serve in this position:

I would like to give back to the community that I live in and help foster and environment of

connection & engagement. For such a small community, we seem to be lacking in a sense of

fellowship.

Signed: Kimberly Kind Dated: 08.28.24

**Yamhill Resolution R-233 requires all Council and Committee applicants to be a resident of the City for a minimum of one (1) year prior to appointment. Yamhill Ordinance O-507 requires not more than one member of the Planning Commission be a nonresident of the City. Proof of residency may be required at time of application.**

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

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

**ORDER OF RECOMMENDATION**

**I. NATURE OF THE APPLICATION**

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

**II. GENERAL INFORMATION**

**A. Location**

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

**B. Background Information**

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

**III. PUBLIC HEARING**

**A. Planning Commission Action**

On August 26, 2024, the Planning Commission conducted a public hearing on the application. At the conclusion of the hearing, the Planning Commission voted to recommend City Council approval of the amendments, finding the proposal complied with all applicable decision criteria in Title 10 of the Yamhill Municipal Code.

**B. City Council Action**

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

**IV. FINDINGS OF FACT-GENERAL**

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

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

#### V. APPLICATION SUMMARY

- A. During the months of April, May, and June 2024, the Planning Commission conducted work sessions addressing exterior lighting. The Commission, at the July meeting, agreed to proceed with the adoption process focusing on regulations for non-residential activities and potentially consider expanding the requirements at a future date.
- B. The regulations will create a new chapter - Chapter 10.66 Exterior Lighting Standards. Exhibit "A" includes the proposed language for the Commission's consideration. The City submitted this language to the Department of Land Conservation and Development (DLCD) for their review, and as of the date of the Commission hearing, the DLCD did not submit comments. Further, the City did not receive written comments, nor testimony at the hearing.
- C. The following briefly summarizes the material found in Exhibit "A:"
  - 1. (A) Purpose. The purpose statement is all inclusive and incorporates the concerns initially outlined by the Commission. The intent of the code is to control the obtrusive aspects of excessive and careless outdoor lighting.
  - 2. (B) Guiding Principles. This section "backs-up" the purpose statement by providing guidelines for establishing the standards in this Chapter. These are not criteria but provide a basis for why the City chooses to adopt the lighting standards.
  - 3. (C) Definitions. This is the definition section. Terms used in 10.66 will be found here and also placed in Chapter 10.08 (Definitions).
  - 4. (D) Applicability. Unless otherwise exempted, the standards in this Chapter are limited to commercial, industrial, and public uses; except for holiday

lighting, there are no restrictions for residential uses. Existing nonconforming lighting must conform to the requirements within six (6) months of the regulation's effective date.

5. (E) General Requirements. This section includes general requirements that apply to all lighting.
  - a. (1) Fully Shielded. All light fixtures shall be fully shielded, designed, and installed to prevent light trespass and glare.
  - b. (2) Maximum Brightness. This item limits the brightness for any one lamp to 1,500 lumens.
  - c. (3) Canopy and Eave Lighting. Recessed lighting is required for canopies and eaves and limited to the bottom surface of the structure.
  - d. (4) Exterior Display. The lights must be full cut-off, 20-foot maximum height and not produce glare.
  - e. (5) Parking Lot Lighting. Parking lot lighting shall be downcast, fully shielded, with strict limits on light trespass.
  - f. (6) Lighting Curfew. This section places a curfew on business lighting - when the business closes, the lights go out. An additional hour is permitted to open or close a business and regulations do not apply to 24-hour operations or provisions for security lighting.
  - g. (7) Security Lighting. Security lighting must be shielded and turned off after five minutes.
  - h. (8) Color. The Correlated Color Temperature (CCT) shall not exceed 3,000 Kelvins.
  - i. (9) Publicly Owned Lighting. Publicly owned lighting must conform to the requirements for businesses, including streetlights located in the public right-of-way.
6. (F) Signage. The illuminated surface area of an individual sign cannot exceed 50 square feet, and lighting must be downcast and fully shielded.
7. (G) Prohibitions. The regulations prohibit the use of lasers, searchlights, upward pointing lights, blinking/flashing lights, and external neon lights, including such lighting located within a building and visible from a public street. Neon lighting is limited to trim. Exemptions include lighting the U.S. flag at night and emergency situations.
8. (H) Exemptions. Existing lights are exempt but must eventually conform. This section includes provisions on string lights. Decorative lighting and lighting for special events is exempt, as are lighting the U.S. flag, athletic fields (with limits), temporary lighting (e.g., outdoor concert), and lighting needed for emergencies.
9. (I) Existing Nonconforming Lighting. Existing outdoor light fixtures are exempt but must conform to the regulations within six (6) months of the

effective date. Conformance also applies to replacement lights and the requirements a land use decision may include compliance with the regulations as a condition of approval.

10. (J) Lighting Plan Required. Finally, development, including building permits, will require a lighting plan.

D. In addition to establishing Chapter 10.66, the proposal amends Chapter 10.08 (Definitions) by incorporating the definitions in 10.66(C). Further, the amendments eliminate references to “festoon lighting” under the sign regulations.

## VI. FINDINGS

A. Section 10.132.060 notes that any amendment to the text shall be initiated by the governing body or by the Planning Commission. Consistent with this requirement, the Commission initiated the proposed text amendment with concurrence of the City Council.

B. Section 10.132.070 states the Planning Commission shall conduct a public hearing for a proposed Comprehensive Plan amendment and shall submit a recommendation to the City Council. The City Council shall then conduct a public hearing on the proposed Comprehensive Plan amendment. If the decision of the Council is contrary to the Planning Commission’s decision, the Council shall refer the proposal back to the Planning Commission for further review. The Planning Commission and Council must make written findings of its decision, and if the Council approves the amendment, such action shall be confirmed by resolution.

FINDINGS: The amendment will follow the above noted procedure. The purpose of the August 26 hearing was to review the request and for the Planning Commission to provide a recommendation to the City Council.

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

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

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

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

FINDINGS: The Commission recognized the potential impact of unrestricted lighting. The Commission therefore determined that

establishing a consistent set of regulations to be beneficial to the community.

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

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

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

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

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

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

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

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

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

FINDINGS: The proposed exterior lighting regulations address specific design and aesthetic concerns of the City and do not conflict with the statewide land use goals. Further, the DLCD did not submit comments in opposition to the amendments.

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

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

8. 10.132.090(H) - That the proposed property is properly related to streets

and highways to adequately serve the type of traffic that will be generated by the uses in the proposed zone upon adoption of the Comprehensive Plan amendment.

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

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

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

- E. Section 10.132.100 notes the amendments shall be effective upon the passage of the ordinance by the City Council changing the Plan. This is a procedural matter that applies if the Council approves the changes.
- F. The City determined the establishment of a consistent set of regulations for exterior lighting to be beneficial to the community. The language sets limits as to brightness, hours of operation, and limiting impacts on adjacent property.

## VII. DECISION AND RECOMMENDATION

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



VIII. CITY COUNCIL HEARING

This Order appears as a matter of record. A separate hearing will be held before the Yamhill City Council on a date and time to be determined.

APPROVED BY A 5:0 VOTE OF THE YAMHILL PLANNING COMMISSION ON THE 26<sup>TH</sup> DAY OF AUGUST 2024.

DATED at Yamhill, Oregon, this 28th day of August 2024.

SIGNED: Ken Moore 8/28/2024  
Ken Moore, Chair Date

ATTEST: Angie Fowler 8/28/2024  
Angela Fowler, City Recorder Date

**EXHIBIT "A"**  
**Proposed Development Code Amendments**

**10.66 Exterior Lighting Standards**

- (A) Purpose. The purpose of these lighting standards are to conserve energy to the greatest extent possible; promoting traffic and pedestrian safety; minimizing glare, light trespass, obtrusive lighting, and light pollution; and preserving the dark sky of the natural nighttime environment. Further, it is the intent of this code to control the obtrusive aspects of excessive and careless outdoor lighting while preserving, protecting, and enhancing the lawful nighttime use and enjoyment of all property; to preserve the quality of life for residents; and to aid property owners and occupants in bringing nonconforming lighting into compliance with this code.
- (B) Guiding Principles. The standards in this Chapter are based on the following guiding principles and are not mandatory approval criteria:
- (1) Useful. Only use light when needed. All light should have a clear purpose, with consideration about how light will impact neighbors, wildlife, and their habitats.
  - (2) Targeted. Target light fixtures so that light falls only where required. Shielding and careful aiming of the light beam to target its direction downward should be employed to prevent spill beyond immediate lighting needs.
  - (3) Low Level. Lights should be no brighter than necessary, using the lowest light level possible. Consider reflective surfaces that will amplify light and direct light into the sky or neighboring properties.
  - (4) Controlled. Provide lighting only when needed. Controls such as timers or motion detectors should be employed to ensure that light is available when needed, dimmed when possible, and turned off when not needed.
  - (5) Color. Prefer the use of warmer color lights where possible.
- (C) Definitions.
- ANSI**. American National Standards Institute.
- Bulb. The component of the fixture that produces light.
- Canopy. A covered structure open to the elements, with at least one side open for pedestrian and/or vehicular access.
- Correlated Color Temperature (CCT)**. A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in kelvins (K).
- Dark Skies Lighting Standards**. The provisions of this Chapter 10.66.
- Downcast**. Directing the light only down toward the ground and in which the fixture shield is parallel with the level ground (see Figure 1).
- Effective Date**. Thirty (30) days from City Council adoption of the regulations.
- Fixture**. The complete lighting assembly that houses the lamp or lamps together with everything required to control and distribute the light output. The terms "fixture" and "luminaire" are interchangeable.

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

**Fully shielded.** A light fixture that allows no direct emission of light above a horizontal plane passing through the lowest light-emitting part of the light fixture (see Figure 1).

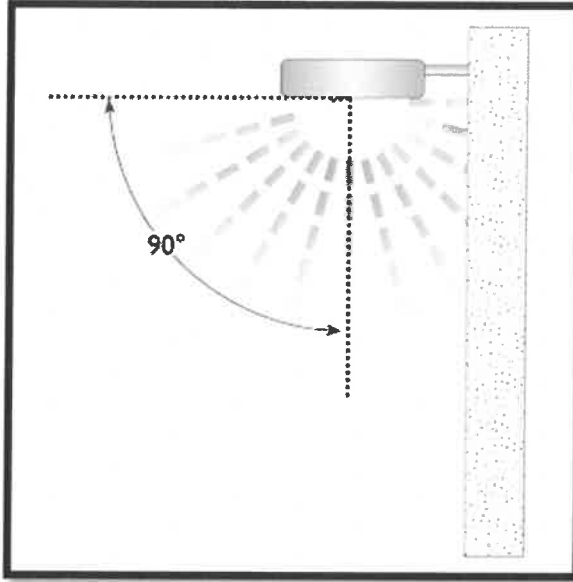


Figure 1.

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

**IES.** Illuminating Engineering Society.

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

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

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

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

**Light Trespass.** A condition in which light emitted directly by a light fixture shine beyond the property lines of the property containing the fixture. This means that a person standing on any other property sees the light-emitting source directly. Light trespass does not include indirect reflection or scattering of light from mounting hardware or any other surfaces.

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

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

lumens.

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

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

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

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

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

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

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

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

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

**Street Lighting.** Permanent outdoor lighting owned and maintained by a municipality or other public agency or private enterprise and specifically intended to illuminate streets and highways for automotive vehicles and may also incidentally light sidewalks and adjacent private property.

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

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

- (D) Applicability. The lighting standards in this Chapter are applicable to lighting for commercial and industrial uses, and publicly owned and operated uses. Existing nonconforming lighting must conform to the requirements in subsection (I). These standards are in addition to applicable provisions of the Building Code and Electrical Code, and other provisions of Title 10 including Chapter 10.64 (Signs).

- (E) General Requirements. All non-exempt outdoor lighting fixtures shall meet the following requirements:
- (1) Fully Shielded. Unless subject to an exception, all light fixtures shall be fully shielded and otherwise designed and installed to prevent light trespass and glare. Uplighting is prohibited.
  - (2) Maximum Brightness. The maximum lumens of any lamp shall not exceed 1,500 lumens.
  - (3) Canopy and Eave Lighting. Lighting levels under eaves and canopies shall be adequate to facilitate the activities taking place in such locations.
    - (a) Lighting fixtures mounted on canopies and/or eaves shall be designed, constructed, or installed so the lens cover is recessed from the bottom surface (ceiling) of the canopy or shielded by the fixture or the edge of the canopy/eave.
    - (b) Lights shall not be mounted on the top or sides (facias) of the canopy/eave and the sides (facias) of the canopy/eave shall not be illuminated.
  - (4) Exterior Display and Sales Areas. Lighting levels on areas used for exterior display and/or sales areas shall be subject to the following:
    - (a) Lighting fixtures shall be full cut-off fixtures.
    - (b) Fixtures shall be mounted no more than 20 feet above grade.
    - (c) Fixtures shall not create glare on adjacent streets, highways, or properties, and shall not create light trespass on nearby and abutting properties.
    - (d) Exterior display/sales areas shall be illuminated only when the establishment is open for business unless motion sensing devices are installed.
  - (5) Parking Lot Lighting. Parking lot lighting shall be downcast, fully shielded and shall not exceed a threshold of allowable light trespass of 0.1 foot-candle at the property line.
  - (6) Lighting Curfew. In all non-residential zones all exterior lighting, including signs, shall be extinguished either by 10 P.M.; or within one (1) hour of the close of normal business hours; or at the conclusion of usual operations, whichever occurs later. The use of such lighting may resume one (1) hour before sunrise (or opening of business for the property, whichever is earlier) of the following day. Businesses whose normal operating hours are twenty-four (24) hours per day are exempt from this provision.
  - (7) Security Lighting
    - (a) All security lighting fixtures shall be fully shielded, comply with lighting standards, and be directed only onto the designated area, and not illuminate other areas.
    - (b) Sensor activated security lights shall automatically turn off within five minutes after being activated if no additional motion, light, or infrared radiation is detected.
    - (c) Security lights shall not be installed or attached to public utility or streetlight poles.

- (8) Color. The Correlated Color Temperature (CCT) shall not exceed 3,000 Kelvins.
  - (9) Publicly Owned Lighting. Publicly owned lighting (including streetlights located in the public right-of-way) shall be fully shielded, complying with the color limits in subsection (E)(8) of this section. All outdoor light fixtures on property or buildings owned and operated by public agencies shall be fully shielded, unless exempt under subsection (H) of this section, and adaptive controls and curfews must be employed.
- (F) Signage. Unless otherwise permitted in Chapter 10.64 (Signs), all lighting must be downcast and fully shielded. The external illuminated surface area of any one sign shall not exceed 50 square feet.
- (G) Prohibitions.
- (1) Laser Source Light. The use of laser source light or any similar high intensity light for outdoor advertising or entertainment.
  - (2) Searchlights and Strobe Lights. The use of searchlights or strobe lights for purposes other than public safety or emergencies.
  - (3) Upward-pointing light fixtures. All light fixtures must be downcast including illumination of signs, landscaping, flags (except the U.S. and state flags, if flown on the same flagpole), and other items.
  - (4) Blinking and Flashing Lights. Any lighting that is flashing, blinking, rotating, chasing, or rapidly changing in color or intensity, except for traffic control fixtures, those used for public safety or emergencies, and seasonal holiday lights. This prohibition applies to lights located within a building and visible from an adjacent public street.
  - (5) Externally Affixed Neon Lighting. Externally affixed neon lighting, except as a trim element that surrounds windows, doors, or building edges when located on building façades that face street frontages. Such lighting must not include flashing, intermittent or rotating lights.
- (H) Exemptions. Notwithstanding anything herein to the contrary, the following forms of lighting are exempt from the standards in this Chapter.
- (1) Existing Nonconforming. Nonconforming lighting, subject to subsection (I) of this section.
  - (2) String Lights. These lights are subject to the following standards:
    - (a) All installations of string lighting shall employ lamps that do not flash or flicker and whose individual output does not exceed 100 lumens.
    - (b) String lights shall consist only of white light sources with a CCT not to exceed three thousand (3,000) Kelvin.
    - (c) String lights are exempt from the downcast and full shielding requirements of subsection (E) of this section.
    - (d) The above limitations do not apply to holiday lighting.
  - (3) Holiday Lighting. Holiday lighting shall only be allowed between October 15 and January 15, provided such lighting does not create glare on adjacent streets or adjacent or nearby properties.

- (4) Special Events. Events that require the use of temporary outdoor light fixtures are exempt if the exemption does not exceed five (5) days for a particular property in any calendar year; however, permanent installations special event venues must conform to these standards.
  - (5) Flags. Lighting for U.S. flags properly displayed (consistent with the U.S. Flag Code).
  - (6) Government Authority. Lighting under the authority of the Oregon Department of Transportation or required by Federal or State laws or regulations.
  - (7) Athletic Fields. Athletic field lighting meeting the following conditions:
    - (a) Field lighting is provided exclusively for illumination of the surface of play and viewing stands and not for any other applications.
    - (b) Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance).
    - (c) Lights must be extinguished by 10:00 pm local time or one hour after the end of play, whichever is later.
    - (d) Timers must be installed to prevent lights being left on accidentally overnight.
  - (8) Temporary Lighting. Except for permitted security lighting, lighting for theatrical, television, performance areas, and construction sites shall be turned-off within one hour after the end of operations.
  - (9) Emergencies. Lighting only used under emergency conditions.
  - (10) Landscaping. Low voltage landscape lighting not exceeding 200 lumens per fixture and aimed so that glare is not visible from adjacent properties.
- (I) Existing Nonconforming Lighting. Outdoor light fixtures lawfully installed and operable prior to the Effective Date are exempt from all such requirements, except as follows:
- (1) Compliance. All lighting must conform to the requirements of this Chapter within six (6) months after the Effective Date.
  - (2) Replacement. Any replacement or modification to nonconforming outdoor lighting must comply with these standards.
  - (3) Condition of Approval. All nonconforming outdoor lighting must comply with the requirements in this Chapter as a condition of land use approval involving a Conditional Use or Development Review.
- (J) Lighting Plan Required. All applications involving the construction of new buildings, expansion of existing structures, or building permits must include lighting plans showing location, type, height, color temperature, lumen output and amount of all proposed and existing light fixtures, along with light fixture cut sheets from the manufacturer. The applicant must provide enough information to demonstrate compliance with these standards. The City may request any additional information necessary or appropriate to evaluate compliance with these standards.

**10.08. Definitions**

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

**10.64 Signs**

Amend Section 10.64.110(C) by eliminating reference to “festoon lighting:”

(C) Pennants, streamers, ~~festoon lighting~~, banners, inflatable signs including blimps and/or hot or cold air balloons except as provided by this chapter. Nothing contained in this section shall be construed to prohibit the display of the flag of the United States, the State of Oregon or other political subdivision;





**CITY OF YAMHILL**

**RESOLUTION NO. R-827**

**A RESOLUTION AUTHORIZING THE YAMHILL CITY COUNCIL TO CREATE AN ECONOMIC DEVELOPMENT SUBCOMMITTEE**

**WHEREAS**, The Yamhill City Council is responsible to provide a public forum for issues impacting the community and give the approval for development, infrastructure investment, and land use plans; and,

**WHEREAS**, the Council creates and implements comprehensive plans for orderly growth and development in the City of Yamhill; and,

**WHEREAS**, the Council seeks to create viable economic opportunities for businesses and residents in the City of Yamhill; and,

**WHEREAS**, the Council seeks to initiate a broader and more holistic conversation regarding the future and planning of the City of Yamhill, and the economic development of the downtown business community; and,

**WHEREAS**, a Council goal is to enhance the City of Yamhill community by developing a visually appealing and economically viable community; and,

**WHEREAS**, the City of Yamhill is in need of improvements to provide an economically sound community for businesses and residents to thrive; and,

**WHEREAS**, the Economic Development Subcommittee will seek out grants for economic improvements which may require matching funds:

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON AS FOLLOWS:**

**SECTION 1: ECONOMIC DEVELOPMENT COMMITTEE.** The Yamhill City Council hereby establishes an Economic Development Committee subject to the following provisions, terms and conditions:

- A. Purpose: The purpose of the Economic Development Committee is to perform research into economic development questions, consider options regarding economic opportunities, development and investments, investigate grant and

funding options for economic development in the city, recommend code updates to the Planning Commission, and make recommendations to the City Council concerning economic development for the City of Yamhill.

- B. Establishment: The Economic Development Committee shall be established as a sub-committee to the City Council on September 11, 2024, and shall remain in existence until the City Council deems the committee is no longer needed.
- C. Membership: The Economic Development Committee shall consist of eight members including one non-voting advisory member and seven voting members. The non-voting member shall be the contract City Planner. The voting members shall include the City Administrator, City Public Works Manager, a Yamhill Planning Commissioner, one representative from the YDA, one representative from the downtown business district, one resident from inside the UGB, and one at-large member.
- D. Appointment: The City Administrator, Public Works Manager, and Contract Planner shall be members by virtue of their role with the City. All other members shall be appointed to the Economic Development Committee by the City Council for two-year terms from the effective date of this Resolution.
- E. Replacement: Any vacant appointed position on the Economic Development Committee may be filled through appointment by the City Council to fill out the remainder of the vacant position's term.
- F. Committee Chair: At its first meeting, the Economic Development committee shall elect a Chairperson to serve for a one-year term. The Chairperson shall preside over all regularly scheduled meetings and may call special meetings of the Economic Development Committee no earlier than 24 hours after notice is given according to ORS 192.640.
- G. Meetings: Members of the Economic Development Committee shall meet regularly. Meetings of the Economic Development Committee shall be open to the public and must have adequate pro notice under ORS 192.640. A majority of the voting members present at a regular meeting shall constitute a quorum. These meetings shall generally be guided by Robert's Rules of Order subject to modification by the Chairperson. Minutes shall be kept during the meetings and shall include all members present, any votes taken, motions presented, recommendations to be made, and the substance of any discussion.

- H. Public Meeting Laws: As the Economic Development Committee provides advisory recommendation to the City Council, all discussions and conversation involving a quorum of members regarding any matter related to economic development shall be subject to Oregon Public Meeting laws.
- I. Powers and Duties: The Economic Development Committee shall have the power and authority to make advisory recommendations to the City Council regarding all matters related to economic development. Any decision to make an advisory recommendation to the City Council must occur through a majority vote of the voting members. The Economic Development Committee may make recommendations to the Budget Committee for budget allocations for the purpose of funding investigations, research, consulting services and grant writing. The Economic Development Committee shall have no authority to authorize expenditures on behalf of the City or to obligate the city for payment of any sums of money. It is within the purview of the committee to seek out and suggest possible funding sources for improvements to the City's economic development.
- J. Removal: A member of the Economic Development Committee may be removed by the appointing authority, after a hearing of misconduct or nonperformance of duty, or upon absence from meetings of the Committee for 60 days without consent of the Committee Chair.

SECTION 2: ECONOMIC DEVELOPMENT COMMITTEE APPOINTMENT: The City Council appoints the following positions as members of this committee, subject to the membership conditions stated above:

**Voting Members:**

- City Administrator
- Public Works Manager
- YDA representative
- At-large
- Planning Commissioner
- One Downtown business representative
- One Resident inside UGB

**Non-voting member:**

- Contract City Planner

SECTION 3: EFFECTIVE DATE: The effective date of this resolution is September 11, 2024.

**INTRODUCED AND ADOPTED** by the City of Yamhill Council and signed by me in authentication of its passage this 11<sup>th</sup> day of September 2024.

**AYES:** \_\_\_\_\_  
**NAYES:** \_\_\_\_\_  
**ABSTAIN:** \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Angie Fowler, City Recorder



## CITY OF YAMHILL

### RESOLUTION NO. R-828

#### **A RESOLUTION AUTHORIZING THE CITY OF YAMHILL ECONOMIC DEVELOPMENT COMMITTEE TO CONDUCT RESEARCH ON DESIGNATING THE CITY OF YAMHILL CENTRAL BUSINESS DISTRICT AS HISTORIC DISTRICT**

**WHEREAS**, the City of Yamhill Oregon is currently on the National Register of Historic Places including the John Marion Bunn House, a turreted Victorian house in which Beverly Cleary spent the first six years of her life in the City of Yamhill Oregon; The Lee Laughlin House, a Victorian home which was the residence of Lee Laughlin located in the City of Yamhill Oregon; and,

**WHEREAS**, establishing an Historic District enables the preservation of historic building, playing an important role in the revitalization of Downtown and other neighborhoods within the City of Yamhill Oregon; and,

**WHEREAS**, a local historic district is a geographically or thematically defined area, possessing a significant concentration of buildings united by their history and/or architecture; and,

**WHEREAS**, property owners in an historic district are not required to make changes to their properties or restore buildings to their historic appearance; rather, the historic review process applies only when a property owner initiates a construction project that requires a Certificate of Appropriateness; and,

**WHEREAS**, locally designated historic districts offer the strongest protection and greatest benefit for older neighborhoods, and designation requires the support of a majority of property owners or land area owners as well as a high level of architectural integrity; and,

**WHEREAS**, the Economic Development Committee will be tasked with locating historic buildings contributing to the historic character of the City of Yamhill; and,

**WHEREAS**, the Economic Development Committee will present their findings to the City Council for discussion of zoning or rezoning for historic preservation; and,

**WHEREAS**, this Resolution No. R-828 seeks to initiate a broader and more holistic conversation regarding the future and planning of the City of Yamhill, Oregon on the National Register Historic District; and,

**WHEREAS**, a Planning Commission goal is to enhance the City of Yamhill community by developing a visually appealing and culturally rich community; and,

**WHEREAS**, the City of Yamhill is committed to the historic preservation of area culture, and the Economic Development Committee will be charged with providing recommendations for code updates to the Planning Commission; and,

**WHEREAS**, the City of Yamhill needs improvements to provide an acceptable and accessible repository for historical records and artifacts related to the city and the surrounding area; and,

**WHEREAS**, the Economic Development Committee will seek out grants for the improvements which may require matching funds:

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON AS FOLLOWS:**

A resolution authorizing the City of Yamhill Economic Development Committee to be appointed authority to conduct research on the City of Yamhill Oregon as a designated historic district.

**PASSED AND ADOPTED** by the City Council the **11<sup>th</sup> day of September 2024** by the following vote:

AYES:

NAYS:

**DATED** this **11<sup>th</sup> day of September 2024**

By: \_\_\_\_\_  
Yvette Potter, Mayor

ATTEST:

By: \_\_\_\_\_  
Angie Fowler, City Recorder



## **RESOLUTION NO. R-829**

### **A RESOLUTION OF THE YAMHILL CITY COUNCIL UPDATING THE LANGUAGE FOR THE TEMPORARY WATER ADVISORY COMMITTEE AND APPOINTING POSITIONS TO THE WATER ADVISORY COMMITTEE.**

**WHEREAS**, the City of Yamhill (City) has faced unprecedented drought, water shortages, and water emergencies due to weather, environmental concerns, and growing use of water services; and

**WHEREAS**, City desires to address water shortages and water use issues into the future through community involvement and forward-planning; and

**WHEREAS**, at its meeting on September 8, 2021, the City Council for the City of Yamhill moved to establish by Resolution No.791, a Temporary Water Advisory Committee tasked with researching, considering, and recommending to the Council solutions related to City water, water supply, and water systems; and

**WHEREAS**, the temporary Water Advisory Committee will seek input from community members throughout the city and from other outside water users in the outside water districts; and

**WHEREAS**, the City Council desires to include both professional and community membership and expertise in the Temporary Water Advisory Committee, and non-resident participation notwithstanding the residency requirements of Yamhill Resolution 233; and

**WHEREAS**, the City Council seeks to update Resolution No. R-791 to include more generic language in designating its committee membership to include only positions, rather than specific names of individuals;

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

**SECTION 1. TEMPORARY WATER ADVISORY COMMITTEE.** The City hereby updates the established Temporary Water Advisory Committee subject to the following provisions, terms, and conditions:

- A. **Purpose.** The purpose of the Temporary Water Advisory Committee is to perform research into City water questions; consider options regarding water sourcing, water usage, and water curtailment; investigate grant and funding options for City water sources, water systems, and water rights; and to make recommendations to the City Council concerning City water, water supply, water systems and water sourcing.

- B. Establishment. The Temporary Water Advisory Committee shall be established on October 13, 2021, and shall remain in existence until the City Council deems the water supply issues, and structural water limitations have been addressed, or until October 1, 2026, whichever comes first. The term of the Committee may be extended by the City Council by resolution.
- C. Membership. The Temporary Water Advisory Committee shall consist of one non-voting, advisory member and seven voting members. The non-voting advisory member shall be the City Engineer. The voting membership shall consist of the City Emergency Operations Center Director, the City Public Works Manager, one member of the City's administrative staff, one City Council Member, two residents from within the City Urban Growth Boundary, and one resident living outside the City's Urban Growth Boundary using City water systems. Individual names of members will be listed on the City's website and updated as necessary.
- D. Appointment. Resident members, the City administrative staff, and the City Council Member shall be appointed to the Temporary Water Advisory Committee by the City Council for two-year terms from the effective date of this Resolution. The City Engineer, EOC Director, Public Works Manager and City Administrative Staff person shall be members by virtue of their role with the City or the EOC.
- E. Replacement. Any vacant appointed position in the Temporary Water Advisory Committee may be filled through appointment by the City Council to fill out the remainder of the vacant position's term.
- F. Committee Chair. At its first meeting of each calendar year, the Temporary Water Advisory Committee shall elect a Chairperson to serve a one-year term. The Chairperson shall preside over all regularly scheduled meetings and may call special meetings of the Temporary Water Advisory Committee no earlier than 24 hours after notice is given according to ORS 192.640.
- G. Meetings. Members of the Temporary Water Advisory Committee shall meet regularly. Meetings of the Temporary Water Advisory Committee shall be open to the public and must have adequate prior notice under ORS 192.640. A majority of the voting members present at a regular meeting shall constitute a quorum. These meetings shall generally be guided by Robert's Rules of Order subject to modification by the Chairperson. Minutes shall be kept during these meetings by audio recording and shall include all members present, any votes taken, motions presented, recommendations to be made, and the substance of any discussion.
- H. Public Meeting Laws. As the Temporary Water Advisory Committee provides advisory recommendations to the City Council, all discussions and conversations involving a quorum of members regarding any matter related to City water, water supplies, water systems, and water sourcing shall be subject to Oregon Public Meeting laws.
- I. Powers and Duties. The Temporary Water Advisory Committee shall have the power and authority to make advisory recommendations to the City Council regarding all matters related



to City water, water supply, water systems, and water sourcing. Any decision to make an advisory recommendation to the City Council must occur through a majority vote of the voting members. The Temporary Water Advisory Committee may make recommendations to the Budget Committee for budget allocations for the purpose of funding investigations, research, consulting services and grant writing. The Temporary Water Advisory Committee shall have no authority to authorize expenditures on behalf of the City or to obligate the city for payment of any sums of money. It is within the purview of the committee, to seek out viable water sources and suggest possible funding sources for improvements to City water supplies or water systems.

- J. Removal. A member of the Temporary Water Advisory Committee may be removed by the appointing authority, after a hearing for misconduct or nonperformance of duty, or upon absence from meetings of the Committee for 60 days without consent of the Committee Chair.

SECTION 2. Water Advisory Committee Appointment. The City Council appoints the following eight positions as the initial board of members of the Temporary Water Advisory Committee, subject to the membership conditions stated above, but notwithstanding City of Yamhill Resolution-233 residency requirements:

Voting Members

- EOC Director
- Public Works Director
- City Administrative Staff
- City of Yamhill Council Member
- 2 residents
- 1 outside water district resident

Non-Voting Member

- City Engineer

SECTION 3. Effective Date. The effective date of this resolution is updated September 11, 2024. This resolution supersedes the previous Resolution, R-791.

**UPDATED AND ADOPTED** by the City of Yamhill Council and signed by me in authentication of its passage this the 11<sup>th</sup> day of September 2024.

Effective the 11<sup>th</sup> day of September 2024.

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

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

**ABSTAIN:** \_\_\_\_\_

Signed

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

ATTEST:

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



# YAMHILL POLICE DEPARTMENT

PO BOX 09

YAMHILL OR 97148

(503)662-3511



To:		Yamhill City Council	
From:		Greg Graven	
Subject:		Police Statistics August 2024	

### Police Statistics:

Number of Calls/Activity:		275	
Number of Case Reports:		21	
Number of Arrests:		19	
Number of Municipal Court Citations:		53	
Number of Warnings:		131	
Number of Circuit Court Citations:		12	
Citizen Calls for Service		41	
Officer Initiated Contacts		144	

### Hours Worked:

Greg Graven		208.5	
Travis Van Cleave		208	
AJ Miller		202	
Chris Livingston		15	
Andrew McMullen		00	

### Miles Driven:

Greg Graven		779	
Travis Van Cleave		860	
AJ Miller		1058	
Chris Livingston		93	
Andrew McMullen		00	



# **YAMHILL POLICE DEPARTMENT**

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



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

Date: 09/02/2024

### **Yamhill Police Department:**

#### **Greg Graven**

- Respond to Calls for Service
- CAD Inform July
- YPD Stats Report July
- LEEP Use of Force Report July
- LEEP Suicide Report July
- LEEP LEPC COLECT Report July
- Visual Labs Updates
- YPD Staff Report
- Records Request
- ATL Reckless Drive Main St//Maple St Gray Ford F150
- Training Records
- Fleet Records
- Jubitz – Fuel Cloud – Microsoft 365 – Fleet Invoices
- Active 911 Updates
- AOA OSP 842 Miller Non-Injury Motor Vehicle Crash Hwy 47//Merchant Road
- Follow Up on Assault Case 24YP0083
- Sexual Assault Case 23YP0084
- DA's Office Evidence Requests
- ISOutsource Follow Up Update Microsoft 365 Migration ISOutsource
- Yamhill County Updates NetMotion VPN
- AccuData Time Cards
- DA's Office Evidence Request
- Grant Documents
- HB 4002 Updates/Case Law Updates

- Motor Vehicle Crash Hwy 47//Russell Creek Road 24YP0095
- Beulah Park National Night Out
- Theft S Olive Street
- Disturbance S Olive Street
- Monthly Staff Meeting City County Dinner Meeting Kim Steele Shelley Reimer, Jason Wofford, Kyle Adams
- Lexipol Policy Manual Updates – DTB’s Daily Training Bulletins
- Payroll 07/22/2024 to 08/03/2024
- PERS EDX Reporting 07/21/2024 to 08/03/2024
- Citizen Complaint
- Lexipol Policy Manual Updates
- TIC Trauma Informed Care Workgroup Zoom Meeting
- Meeting with City Administrator Shelley Reimer
- Fraud N Hemlock Street
- County Clerk’s Office Documents
- Supplies for City County Dinner
- PERS EDX
- Training Records
- Citizen Complaint
- ISOutsource MDT Updates/Update MDT’s
- ISOutsource CJIS Documents Updates
- HB 4002 LE Subcommittee Meeting Updates w/ 841 Van Cleave @ McMinnville PD
- Personnel
- Budget Documents
- Civil Report Probate Property S Maple Street
- Meeting w/ Clint Reaver Superintendent Yamhill Carlton School District
- Payroll 08/04/2024 to 08/17/2024
- PERS EDX Reporting 08/04/2024 to 08/17/2024
- City Council Special Meeting
- Replace Air Filter & Cabin Filter in 2019 Dodge Charger
- Meeting w/ Iveth Solis YCCO Outreach Referral Services Family CORE Services
- OCMDI Monthly Review Common ME Mistakes Liz Elizabeth Devisser
- DHS Cross Report Juvenile W Main Street 24YP0108
- Meeting w/ Keri Hinton Yamhill County Clerk
- Juliette’s House Ribbon Cutting Ceremony w/ Kim Steele
- OSP CJIS Statewide Conference 2024 Spirit Mountain Casino
- ISOutsource MDT Issues
- Restraining Order Referred to YCSO for Venue
- ISOutsource James Grow Updates to MDT
- OSP Firearm Background Check
- Grant Documents

- HB 4002 Documents Deflection
- CJIS Updates

### **Corporal Travis Van Cleave**

- Aug 6th National Night Out @ Beulah Park
- Aug 8th Grand Jury Rodriguez YPD Case 24YP0087
- Aug 9th AOA YCSO Stabbing in Lafayette
- Aug 11th ATL-Reckless Driver Hwy 47//Dryer Lane  
AOA Warrant Arrest w/ YCSO Poverty Bend
- Aug 12th Suspicious @ Fireside  
AOA YCSO Crash @ Fircrest//Hill Road  
Case 24YP097-dispatch Injured Deer
- Aug 13th HB 4002 Meeting @ Mac PD
- Aug 16th Case 24YP0100-Hit and Run Main//Maple Street
- Aug 17th Case 24YP0101-Fraud  
Case 24YP0102-Restraining Order Violation  
Case 24YP0103, DWS Misd
- Aug 18th Seatbelt Grant Seatbelt Survey
- Aug 19th Case 24YP0104  
Case 24YP0105 Restraining Order Violation  
Case 24YP0106 Noise Complaint  
AOA YCSO Crash @ Fairdale & Moores Valley Rd
- Aug 23rd Case 24YP0109 Fail to Register Sex Offender  
AOA YCSO DUII Yamhill//Rosevelt Drive
- Aug 24th Case 24YP0110-Warrant Arrest  
MATT Team Traffic Detail in McMinnville-Cruising the Gut  
Case 24YP0111-DWS Misd Main//Olive Street
- Aug 25th AOA FGPD/WACCA/OSP-Pursuit into Yamhill
- Aug 26th Case 24YP0112 Elude Main//Hemlock Street
- Aug 29th HB 4002 Meeting at McMinnville PD
- Aug 30th AOA OSP Crash @ 47//Flett Road  
AOA YCSO Crash @ Moores Valley Clay Pit Road
- Aug 31st AOA YCSO Crash @ Moores Valley Road/Oakridge Road
- Calls: 16
- Contacts: 85
- Cite/Arr: 51
- Warn: 75

### **Officer Adam Miller**

- August 1<sup>st</sup> Civil Service, Fir loop  
Follow up, DHS Cross Report S Laurel Street  
Grand Jury

Crash, 47//Merchant Road, Single vehicle into the blackberries  
Interview on Case 24YP0092  
Case 24YP0093 Assault, W First Street

- August 2<sup>nd</sup> Possible Sex Crime, W First Street  
Case 24YP0093 Follow Up  
Grant Ceremony for Body Armor Siletz Tribal in Lincoln City
- August 4<sup>th</sup> Follow up 24YP0092  
Follow up 24YP0093  
Follow up 24YP0094  
Suspicious on Turner Creek Road
- August 5<sup>th</sup> Follow up 24YP0094 @ Newberg Hospital
- August 6<sup>th</sup> Follow up 24YP0094 @ Newberg Hospital  
National Night Out
- August 7<sup>th</sup> MCAT meeting
- August 8<sup>th</sup> Body Armor presentation
- August 13<sup>th</sup> Body Armor presentation  
Theft of signs, Pike Road//Rockyford Road
- August 14<sup>th</sup> Suspicious, S Olive Street  
Animal Cruelty training  
City Council Meeting
- August 15<sup>th</sup> City County Dinner  
Disturbance, E 3<sup>rd</sup> Street, Verbal Argument between occupants about  
males drinking
- August 16<sup>th</sup> Grant Overtime
- August 20<sup>th</sup> MCAT Meeting  
Follow up 22YP0044
- August 21<sup>st</sup> Disabled Motorist
- August 22<sup>nd</sup> Case 24YP0107 City Ordinance Violation N Hemlock Street
- August 28<sup>th</sup> Case 24YP0113, Fraud
- August 29<sup>th</sup> Trespass, Pike Road  
Ordinance follow up Case 24YP0107 City Ordinance Violation N  
Hemlock Street  
Seatbelt Grant
- August 30<sup>th</sup> Crash 47//Flett Road

### **SRO Officer Chris Livingston**

- August was a busy month for me outside of the PD but I'm excited for school to start up this week.
- Officer Miller & I will be working with the school district to schedule some active shooter training and lockdown drills.

**Officer Andrew McMullen**

- Temporary Leave Military Deployment

Greg Graven  
Chief of Police





September 1, 2024

Water Utility Users:

We are transitioning to a new water billing provider in late September. We at City Hall are excited for the change to help us provide better more efficient services to our customers. We want to keep everyone updated on the important dates coming up.

Your September billing will be with the same billing provider. Meters will be read on the 20<sup>th</sup> as usual and sent out at the usual time.

The last week of September (23<sup>rd</sup>- 27<sup>th</sup>), City Hall will have special hours while our staff completes the training for new billings software. The special hours will be as follows:

September 23 – Normal Business Hours	9 am – 5 pm
September 24 – Closed	Closed
September 25 – Open Afternoon only	2 pm – 5 pm
September 26 – Open Afternoon only	2 pm – 5 pm
September 27 – Normal Business Hours	Closed

Please be aware customer payments received from September 23<sup>rd</sup> through the end of September may not be reflected on your customer accounts on the day they are received. We will be entering these payments into our new system as we train.

Beginning October 1<sup>st</sup> – The new system will be fully in use. Customers will be receiving new information on how to log in to view their accounts. Your paper and emailed statements will have a different format and come from a different provider.

***Customers who have set up automatic payment or pay using our online payment system*** will need to ensure their auto payments are canceled in the current system beginning October 1. Once we have the new company information and a date of onboarding for online account payments, we will be notifying the public. Until the new payment system is set up, credit card payments will need to be paid by calling City Hall at 503-662-3511.

***Customers who use their bank's bill pay, pay by check, or pay by cash*** there will be no changes that need to be made to your payment method.

The new utility billing company has many new and helpful features including:

- Easier to read billing invoices.

- Usage graphs for customers to monitor usage throughout the year.
- Text correspondence to notify customers of leaks, emergency water shut-offs, payment reminders, etc.
- Universal search for looking up customers by multiple names, addresses, or phone numbers.

In the meantime, if you have any questions or need to update your contact or account information, please contact City Hall at 503-662-3511.

Thank you in advance for your patience while we complete the switch. We look forward to serving you in the future.