

**AGENDA
DAYTON CITY COUNCIL
REGULAR SESSION**



DATE: MONDAY, NOVEMBER, 7, 2016
PLACE: CITY HALL ANNEX, 408 FERRY STREET
TIME: 6:30 PM

Dayton – Rich in History....Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
This time is reserved for questions or comments from persons in the audience on any topic.		
D.	SCHOOL BOARD REPORT	
E.	ACTION ITEMS	
	1. Audit Presentation – Grove, Mueller, and Swank	1
	2. CR Zone to Allow Accessory Dwellings Discussion/Approval	3-10
	3. First Reading of Ordinance 637 Sidewalk Permits	11-24
	4. DCDA Update Presentation – Kelly Haverkate and Ann-Marie Anderson	
	5. MBR/RO Discussion and Council Action	25-30
F.	CITY COUNCIL COMMENTS/CONCERNS	
G.	INFORMATION REPORTS	
	1. City Manager’s Report	31-36
H.	ADJOURN	

Posted: 11.03.16
Rochelle Roaden, City Recorder

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

NEXT MEETING DATES
City Council Regular Session, Monday, December 5, 2016
City Hall Annex, 408 Ferry St, Dayton

To: Honorable Mayor and City Councilors

From: Scott Pingel, City Manager

Issue: Audit Presentation – Grove, Mueller, and Swank

Background and Information

The City’s audit for Fiscal Year 2015-16 has been completed. Audit books were included with the agenda packets. A representative from Grove, Mueller and Swank will attend to summarize the City’s audit and answer any questions the City Council may have. Unless there are any unresolved issues the City Council has with the audit, the City Council will need to move to accept the Fiscal Year 2015-16 Financial Statements.

City Manager Recommendation: I recommend accepting the FY 2015-16 Financial Statements.

Potential Motion to Approve: “I move to accept the Fiscal Year 2015-16 Financial Statements.”

Council Options:

1 – Accept the Financial Statement for FY 15-16.

2 – Take no action and direct staff to bring further information back to the City Council at a later date.

To: Honorable Mayor and City Councilors

From: Scott Pingel, City Manager

Issue: Accessory Dwellings in CR Zone

Background and Information

Several months ago, the City Council discussed the possibility of allowing accessory dwellings in the CR Zone. The way the City’s current code is written, it does not appear that the City meant to not allow this type of development, but it appears it may simply be an oversight. In asking the COG about such an allowance, they responded that it is fairly common to allow accessory dwellings in the CR Zone. Included with this memo, you will find draft text amendments to the development code that would allow accessory dwellings in the CR Zone as a special permitted use.

If the City Council would still like to see this change made, the City Council simply needs to initiate the process at this point. The City Council is not being asked to approve the actual text amendment at this point. The City Council simply needs to take action to initiate the process of amending the development code. A text amendment is a Type IV action that may be initiated by majority vote of the City Council, majority vote of the Planning Commission, or recommended by the City Manager subject to majority approval of the City Council or Planning Commission. Type IV action requires two public hearings. The first public hearing is held before the Planning Commission. The Planning Commission can recommend approval or denial to the City Council. The City Council makes the final decision on Type IV actions.

Notice is required to be published in the local paper, provided to affected property owners, and provided to DLCDC (45 days before the first evidentiary hearing). If the text amendment is initiated during City Council meeting then the first public hearing, before the Planning Commission, could take place on Thursday, January 12th.

City Manager Recommendation: I recommend a motion directing staff to amend the Dayton Land Use & Development Code to allow for accessory dwellings in the CR Zone.

Relevant Council Goal: Goal D – Support the creation of a vibrant, diverse economic environment.

Potential Council Motion: “I move to direct staff to amend the Dayton Land Use & Development Code to allow for accessory dwellings in the CR Zone.”

Council Options:

- 1 – Move to initiate the text amendment process.
- 2 – Take no action and direct staff to do further research or provide additional options.

7.2.105 COMMERCIAL RESIDENTIAL ZONE (CR)

7.2.105.1 Purpose

To provide areas for the development of a mixture of single family, multi-family, and manufactured homes, and limited retail and service commercial uses.

7.2.105.2 Permitted Uses. *(Amended ORD 584, Effective 12/3/07)*

The following uses, when developed under the applicable development standards in the Code, are permitted in the CR zone:

A. The following residential uses are permitted in the CR zone:

1. Single family dwellings, detached
2. Duplexes.
3. Multi-family dwellings.
4. Residential care homes and facilities
5. Child day care service, including family day care provider, for 12 or fewer children.
6. Assisted living centers, nursing homes and similar institutions. These facilities are subject to the development provisions for multi-family residential development. *(Amended ORD 584, Effective 12/3/07)*

B. The following commercial uses are permitted:

1. Business offices including, but not limited to, insurance, real estate and title insurance; credit agencies, brokerages, loan companies, and investment companies; television and radio broadcast studios (excepting a broadcast antennae or dish), and, miscellaneous offices such as detective agencies, drafting services or contractors offices.
2. Professional offices and clinics including, but not limited to, medical, dental, engineering and legal services, but excluding veterinary clinics.
3. Banks and other financial institutions.
4. Retail sales outlet including, but not limited to, food stores, pharmacy, furniture store, artist supplies, hobby or photography store, florist, hardware store, appliance or stereo equipment store, pet shop, sporting goods, department store, clothing, jewelry, gift, and other types retail activities but excluding liquor stores.
5. Restaurants, bakeries, coffee and snack shops but excluding taverns, bars and similar establishments.
- 5-6. Retail and service related stores such as TV and radio sales and service, bicycle shop, gunsmith, upholstery shop or other similar activities where a service department is customarily a secondary activity to the retail use.

~~6.7.~~ Service related businesses such as barber shops, beauty shops, tailors, advertising agencies, travel agencies, art or craft studios, self-serve laundry, dry cleaning (except bulk dry cleaning plants), parcel service, printing or photocopying, video rental, or other activities where the primary activity is the providing of a service to retail customers.

~~7.8.~~ Accessory structures and uses customarily provided for retail activities.

7.2.105.3 Special Permitted Uses

The following uses, when developed under the applicable standards in the Code and special development requirements, are permitted in the CR zone:

- A. Partitions, subject to the provisions in Section 7.2.307.
- B. Subdivision, subject to the provisions in Section 7.2.307.
- C. Accessory structures and uses prescribed in Section 7.2.203 and subject to the provisions in Section 7.2.309.
- D. The following uses subject to the applicable standards in Section 7.2.4:

1. Accessory dwelling unit (Section 7.2.402). (Amended ORD INSERT NUMBER, Effective INSERT DATE)

~~1.2.~~ Attached dwelling units (Section 7.2.403).

~~2.3.~~ Manufactured homes on individual lots (Section 7.2.404).

~~3.4.~~ Home occupations (Section 7.2.406).

~~4.5.~~ Owner occupied short-term rentals (Section 7.2.417). (Amended Effective 06/06/16, Ordinance 633)

~~5.6.~~ Short-term rentals (Section 7.2.417). (Amended Effective 06/06/16, Ordinance 633)

E. Small wind energy systems, subject to the provisions in Section 7.2.413. (Amended ORD 608, Effective 10/06/1)

F. Drive-through windows and walk-up windows as part of a permitted use, subject to the provisions in Section 7.2.414 and 7.2.415 respectively. (Added ORD 610 effective 4/2/12)

7.2.105.4 Conditional Uses (Amended ORD 589, Effective 4/2/09)

The following uses require a Conditional Use Permit:

- A. Public or private schools.
- B. Public parks, playgrounds, community clubs including swimming, tennis and similar recreational facilities, and other public and semi-public uses.
- C. Child day care service for 13 or more children.
- D. Churches.
- E. Park and Ride Lot: Parking spaces cannot count as required parking or be used for

vehicle storage. (Amended ORD 589, Effective 4/2/09)

F. Commercial activities which do not comply with the provisions in Section 7.2.105.02.B. (Amended ORD 610, Effective 4/2/12)

G. Wineries with retail sales. (Amended ORD 583, Effective 9/6/07)

7.2.105.5 Dimensional Standards

The following dimensional standards shall be the minimum requirements for all development in the CR District.

A. Minimum Lot Area and Density Standards

- 1. Single-family dwelling, detached 5,000 square feet
Single-family dwelling, attached 3,500 square feet
- 2. Duplex 7,000 square feet
- 3. Multi-family dwelling 9,000 square feet
(Multi-family development must comply with the density standards in Section 7.2.105.06).
- 4. Commercial Use 5,000 square feet
- 5. Mixed commercial and residential: Shall comply with the minimum for multi-family development.
- 6. Public utility structures: Lot area shall be adequate to contain all proposed structures within the required yard setbacks.

B. Minimum Yard Setback Requirements

- 1. Residential Uses
 - a. Front Yard 15 feet
 - b. Garage setback 20 feet
 - c. Rear Yard 10 feet
 - d. Side Yard (interior) 5 feet
 - e. Side Yard (adjacent to street) 15 feet
- 2. Commercial Uses
 - a. Front Yard None
 - b. Rear Yard
 - i. Abutting a non-residential district None
 - ii. Abutting a residential district 10 feet
 - c. Side Yard
 - i. Abutting a non-residential district None
 - ii. Abutting a residential district 10 feet

- 3. Mixed commercial and residential
 - a. Front Yard 5 feet
 - b. Rear Yard
 - i. Abutting a non-residential district 5 feet
 - ii. Abutting a residential district 10 feet
 - c. Side Yard
 - i. Abutting a non-residential district 5 feet
 - ii. Abutting a residential district 10 feet
- 4. Public
 - a. Front Yard 15 feet
 - b. Garage setback 20 feet
 - c. Rear Yard 10 feet
 - e. Side Yard (interior) 5 feet
 - f. Side Yard (adjacent to street) 15 feet
- C. Maximum Structure Height
 - 1. Principal Structure 30 feet
 - 2. Accessory Structure 20 feet

7.2.105.6 Development Standards

- A. Use Restrictions. The following use restrictions shall apply:
 - 1. No permitted, special permitted or conditionally permitted use shall in any way involve any of the slaughter, rendering or processing of animals. The processing of grains, fruits, vegetables, or dairy products for breads, wines, jams, cheeses and similar products may be allowed as part of a permitted or conditionally permitted commercial business. *(Amended ORD 583, Effective 9/6/07)*
- B. Commercial Uses. Commercial uses in the CR zone shall comply with the following additional standards: *(Amended ORD 630, Effective 12/2/15)*
 - 1. All business, service, processing or merchandise displays shall be conducted wholly within an enclosed building, except for the following:
 - a) Off-street parking and loading.

- b) Temporary display and sales of merchandise; provided it does not interfere with pedestrian or automobile circulation, or areas of a permitted drive-through window or walk-up window.
 - c) Outdoor seating for a permitted eating and drinking establishment, subject to screening and buffering provisions in Section 7.2.306.04. The greater of 12 seats or 75 percent of the indoor seating capacity of the establishment is allowed for outdoor seating. *(Added ORD 630, Effective 12/2/15)*
2. The maximum lot size for any commercial use shall be one acre.
 3. Any new commercial structure shall maintain a residential appearance. Metal buildings, pole barns and similar structures are prohibited within the CR zone.
 4. Commercial uses shall not engage in the manufacturing, processing, assembly or compounding of products other than those clearly incidental to the business conducted on the premises.
 5. The commercial use shall have a maximum floor area of 2,500 square feet per lot.
 6. Any outside storage space maintained in the CR Zone shall be enclosed by a 6 foot sight-obscuring fence or a hedge row not less than 3 feet high and capable of attaining a height of 6 feet.
- C. Mixed Commercial and Residential Uses. Development of mixed commercial and residential uses shall be subject to the provisions in item B., above.
- D. Unless otherwise exempted, all development in the CR Zone shall comply with the applicable provisions of this Code. The following references additional development requirements:
1. Off-street parking. Parking shall be as specified in Section 7.2.303.
 2. Yards and Lots. Yards and lots shall conform to the standards of Section 7.2.308.
 3. Subdivisions and Partitions. Land divisions shall be reviewed in accordance with the provisions of Section 7.2.307.
 4. Site Development Review: Multi-family and/or commercial uses within the CR Zone shall be subject to the Site Development Review requirements and procedures in Section 7.3.1. In addition, any conversion of an existing residence which includes a commercial use shall require a site development review.
 5. Lot Coverage: The maximum coverage allowed for buildings, accessory structures and paved parking shall be as follows:

a.	Residential	75%
b.	Commercial	85%
c.	Mixed Residential and Commercial	80%

6. Landscaping: All required yards shall be landscaped. Landscaped areas shall be landscaped as provided in Section 7.2.306 and shall comply with the following coverage requirements:

- | | | |
|----|----------------------------------|-----|
| a. | Residential | 25% |
| b. | Commercial | 15% |
| c. | Mixed Residential and Commercial | 20% |

Multiple family developments shall comply with provisions in Section 7.2.306.06.
(Added ORD 530 6/4/01 - effective 7/4/01)

To: Honorable Mayor and City Councilors

From: Scott Pingel, City Manager

Issue: 1st Reading of Ordinance 637 Sidewalk Permits

Background and Information

Earlier this year, City staff discussed with the City Council changing the City’s Encroachment License and Encroachment Permit statutes from being in resolution form to including them in the Municipal Code. The City Council took care of the Encroachment License piece by adding section 6.12 Encroachments on City Property to the code through Ordinance 635. Encroachment Licenses are used for structural encroachment into the right of way, such as an existing fence that encroaches into the right of way, but which is generally not in the way of the City’s current operations. Encroachment Permits are used for temporary encroachments into the public right of way such as street closures for an event or to allow our downtown businesses to display merchandise or set out tables and chairs in the public right of way.

Ordinance 637 addresses adding Encroachment Permits to the municipal code. Our goal in putting the encroachment permit resolution in the code was to cover the things we have generally made conditions of approval anyways while maintaining our current process as much as possible, as well as considering any further uses of the right of way in the downtown that should be covered under this policy.

We will consider Food Trucks or Carts and Food Trailers separate from this ordinance. This ordinance goes into some detail regarding mobile devices, but we would see this as a downtown business using its own food cart or other mobile device in front of and for that business, and not one business selling from a cart in front of another business. For example, if the Barlow Room or Lonestar BBQ wanted to sell coffee from a cart in front of their own business, they would have that option through this permit process. This would not, however, give an independent cart vendor the option of selling their food in front of one of our downtown food establishments.

City Manager Recommendation: I recommend approval of the first reading of Ordinance 637.

Relevant Council Goal: Goal D – Support the creation of a vibrant, diverse economic environment.

Potential Motion to Approve: “I move approval of the 1st Reading of Ordinance 637 An Ordinance Adding Section 3.9 Temporary Closure of Streets and Ways for Special Events, and 3.10 Sidewalk Vendors and Cafes to the Dayton Municipal Code, and Repealing Resolution 08/09-42 Approving a Resolution directing the City Manager to implement an application for Encroachment Permit and Encroachment License Agreement and associated fees.”

Council Options:

1 – Approve the 1st reading of Ordinance 637 as recommended.

2 – Approve the 1st reading of Ordinance 637 with amendments.

3 – Take no action direct staff to do further research or bring back other options.

**ORDINANCE 637
CITY OF DAYTON, OREGON**

An Ordinance Adding Section 3.9 Temporary Closure of Streets and Ways for Special Events, and 3.10 Sidewalk Vendors and Cafes to the Dayton Municipal Code, and Repealing Resolution 08/09-42 Approving a Resolution directing the City Manager to implement an application for Encroachment Permit and Encroachment License Agreement and associated fees.

WHEREAS, the City Council desires to add Section 3.9 Temporary Closure of Streets and Ways for Special Events, and 3.10 Sidewalk Vendors and Cafes to the Dayton Municipal Code as attached in Exhibit A; and

WHEREAS, the City Council desires to repeal Resolution 08/09-42 Approval of a resolution directing the City Manager to implement an application for Encroachment Permit and Encroachment License Agreement and associated fees; and

WHEREAS, the City Council considered said additions in a public meeting on November 7, 2016; and

WHEREAS, on November 7, 2016, the City Council considered the information provided by staff and deliberated on the proposed action.

The City of Dayton ordains as follows:

Section 1. The City Council hereby adopts Ordinance 637; and

Section 2. The City Council adopts the additions of sections 3.9 and 3.10 to the Dayton Municipal Code attached as Exhibit A and incorporated by reference herein; and

Section 3. The City Council hereby repeals Resolution 08/09-42 Approval of a resolution directing the City Manager to implement an application for Encroachment Permit and Encroachment License Agreement and associated fees, as of the effective date of Ordinance 637.

PASSED AND ADOPTED by the City Council of the City of Dayton on this _____ day of _____, 2016.

Mode of Enactment:

Date of first reading: _____ In full _____ or by title only _____

Date of second reading: _____ In full _____ or by title only _____

_____ No Council member present at the meeting requested that the ordinance be read in full.

_____ A copy of the ordinance was provided to each Council member; three copies were provided for public inspection in the office of the City Recorder no later than one week before the first reading of the Ordinance.

Final Vote:

In Favor:

Opposed:

Absent:

Abstained:

Mayor

Date of Signing

ATTESTED BY:

Rochelle Roaden
City Recorder

Date of Enactment

Exhibit A

(additions in italics and deletions in strikethrough)

CHAPTER 3

3.9 TEMPORARY CLOSURE OF STREETS AND WAYS FOR SPECIAL EVENTS

3.9.1 Purpose. These regulations are designed to allow for the orderly and safe closure of streets and other public ways under the city's jurisdiction, minimize potential adverse impacts on transportation-dependent activities and ensure appropriate access is maintained for the needs of public works, public safety and emergency vehicle response.

3.9.2 Definitions. When not clearly otherwise indicated by the context, the following words and phrases used in this section have the following meanings:

(1) "Adverse impacts" includes impacts to city residents, real property, traffic management and flow and the environment resulting from an event or seasonal event.

(2) "Applicant" means the person who has filed a written application for a permit on behalf of themselves, an organization or group.

(3) "City manager" or "manager" means the Dayton city manager or designee. Designee implies a code enforcement officer or on-duty police officers who may revoke the permit based on observations at the time of the event. In this case, the police officer will confer with his/her immediate supervisor prior to revoking the permit.

(4) "City" means the city of Dayton, Oregon.

(5) Event. See "Temporary event" or "Seasonal event."

(6) "Permit" is an actual form signed by the appropriate parties showing approval of the event as defined in the street closure permit application.

(7) "Permittee" means the person granted a permit pursuant to this section 3.9.

(8) "Person" means an individual, firm, partnership, corporation, association, or other entity.

(9) "Plan" is a drawing detailing the closure and must include (at a minimum) streets to be closed, alternative streets to be used by vehicles and pedestrians to allow unrestricted access, fire hydrant locations, impacted residents along with addresses, visitor parking plan, and any other information relevant to the street closure request.

(10) "Reimbursable costs" means those costs and expenses incurred by the city associated with the granting of a permit including, without limitation, the following:

(a) Utility services provided for the event or seasonal event including all costs of installation, maintenance, connection, and removal;

(b) Repair, maintenance and removal of facilities in the event of a failure of the applicant to comply with the permit;

(c) Repair of streets, alleys, sidewalks, parks, and other public property resulting from the event;

(d) Garbage cleanup and disposal resulting from the fault of permittee to clean up the area after the event;

(e) Other direct and indirect costs associated with issuance of the street closure permit.

(11) "Seasonal event" is a periodic event occurring on an ongoing seasonal basis such as farmers' markets, holiday craft fairs, and the like.

(12) "Temporary event" is an event lasting for a limited time of not more than 12 hours in any one day nor exceeding seven consecutive days and not occurring more than two times within any 365-day period.

(13) "Street closure" means the permitted traffic and/or parking restriction on an affected street, way, alley, or other public way.

(14) "Street closure permit" or "permit" means written approval entitling permittee to a street closure.

3.9.3 Authority and administration.

(a) The city manager is authorized to review applications for street closures and approve, approve with conditions, or deny applications consistent with this section 3.9.

(b) The manager may adopt and utilize procedures and forms necessary to implement this section 3.9.

(c) All other permits or orders required by law for activities conducted in conjunction with or as part of an event must be applied for and obtained separately from any street closure permit.

3.9.4 Exemptions. This section 3.9 does not apply to any street or right-of-way closure initiated by the city or a public utility for a special event or in order to repair public or public utility infrastructure, construct public or public utility infrastructure or limit access as a result of an event or situation necessitating the presence of public safety or emergency personnel and/or vehicles.

3.9.5 Street closure permit application requirements.

(a) Applicants wishing to temporarily close or otherwise limit access to a public street, road, pathway or the like within the city for an event shall apply for and obtain a permit. An applicant shall file with the city manager an application on a form approved by the manager and submitted not less than 30 days prior to the date of the requested closure. Failure to meet the 30-day limitation is sufficient to deny issuance of the permit and is not appealable to the city council.

(b) Applications submitted more than 30 days prior to the date of the requested closure are eligible for appeal rights described in this Code under Section 3.9.11

3.9.6 Application process and approval criteria.

(a) Upon receipt of a completed application, the city manager may forward a copy thereof to the fire chief, police, community development and public works departments for their review and comment as the manager deems necessary. Those departments shall, within five working days, complete said review and thereupon offer recommendations as to the application's approval, approval with conditions, or denial. The manager may, in addition, seek comment from neighbors of the proposed event and require submission of additional information by applicant as the manager deems necessary.

(b) The manager may approve, approve with conditions, or deny the street closure application consistent with the standards set out in subsection (c) of this section.

(c) The following criteria must be met by applicant:

(1) All temporary structures and other artifices erected for the event shall be removed at the end of the event, leaving the site in the same general condition as it was prior to the placement of the structure(s) or artifice. All structures or artifices shall meet applicable Oregon Building and Fire Code regulations. No obstruction shall be erected or maintained within a 15-foot radius of any fire hydrant within the area of the event.

(2) Provision for adequate vehicle and pedestrian access and circulation shall be shown on a plan which shall then be reviewed and approved by the city. The plan will show how the access requirements of the Americans with Disabilities Act (ADA) are to be met.

(3) Street closures where the processing and/or sale of goods, services, and other commodities take place shall be conducted and maintain business hours not disruptive to use of adjacent or nearby residential properties. "Block parties" and/or similar social gatherings are not to be commenced prior to 8:00 a.m. nor after 10:30 p.m.

(4) Advertising of any kind in the public right of way or the sidewalk permit area is prohibited other than in accordance with the sign code in section 7.2.111.07 of the Dayton Municipal Code.

3.9.7 Permit fees and deposits. *Fees shall be set by resolution of the city council and the manager may, in addition, require payment of deposits prior to the issuance of any permit.*

3.9.8 Indemnification and insurance requirements. *An applicant shall, prior to the receipt of a permit, execute an agreement in a form approved of by the city manager and city attorney to indemnify, defend and hold harmless the city against all claims of injury or damage to persons or property, whether public or private, arising as a result of a temporary event. In addition, an applicant shall produce evidence of general liability and property damage insurance for the event in an amount of not less than \$1,000,000 covering the event's sponsor and naming the city, and the city's officers, agents and employees as additional insured. The insurance is to cover any and all claims, demands, actions and suits for damage to property or personal injury, including death, arising from the event or street closure. A certificate of insurance evidencing these requirements including an endorsement naming the city, the city's officers, agents and employees as an additional insured must be presented to the city along with the permit application. Failure to provide evidence of insurance may result in delay or denial of an application. This requirement may be reduced or waived by the city manager after consultation with the city attorney.*

3.9.9 Permit denial.

(a) The manager may deny a street closure permit if:

(1) permit has been granted for another event at or near the same place and at or near the same time;

(2) The event will occupy road(s) not under the sole jurisdiction of the city or will violate local, state or federal law;

(3) A street closure may disrupt the orderly flow of vehicular and other traffic and no reasonable alternative means of addressing the disruption is, in the opinion of the manager, available;

(4) Applicant fails to provide assurances satisfactory to the city manager that they will be able to provide for protection of participants, maintenance of public order, crowd security and/or emergency vehicle access;

(5) Applicant makes a false statement of material facts on an application;

(6) Applicant fails to provide proof that they have obtained all applicable license(s) or permit(s) required for conduct of the event or activities associated therewith;

(7) Applicant has had a street closure permit revoked within the preceding 18 months or has failed to pay outstanding reimbursable costs to the city for prior event(s);

(8) Applicant is unable to obtain indemnification and insurance consistent with section 3.9.8.

3.9.10 Permit revocation.

(a) The city manager may revoke a permit if:

(1) The applicant fails to comply with the terms of any condition(s) imposed on the permit including any applicable no parking/barricade requirements, the street closure is in violation of any provision of the Dayton Municipal Code, creates a hazardous condition, or any other applicable law;

(2) The permit holder made a false statement of material fact on an application;

(3) An unforeseen circumstance occurs prior to or during the event that diminishes the safety and security of the proposed event. This could include, but is not limited to, inclement weather such as a snowstorm, flood, or windstorm, natural hazard, or a fire, public safety, public works or other event.

3.9.11 Appeal to city council. *Except as provided in the Code under section 3.8.5(a), a decision of the city manager made concerning the application, denial or revocation of a street closure permit may be appealed to the city council. An applicant may appeal by filing with the city recorder a written statement of appeal within five working days of the date of the decision or action being appealed. The city recorder shall schedule a hearing before the city council no later than the second regular session following the filing and shall notify the applicant of the date and time for the hearing. The council may take such action(s) as it deems appropriate concerning the appeal, consistent with the limitations imposed by this section 3.8 for issuance of street closure permits.*

3.10 SIDEWALK VENDORS AND CAFES

3.10.1 Definitions. *When not clearly otherwise indicated by the context, the following words and phrases used in this section have the following meanings:*

(1) "Permit Operating Area" is the area approved for conducting business under a sidewalk vendor permit.

(2) "Sidewalk Café" is a duly licensed restaurant or café under state and local law, which obtains a sidewalk vendor permit to conduct business on the sidewalk as an extension of the regular service area directly from the building to the adjacent sidewalk.

(3) "Mobile Device" is a food cart or other device from which food, drink or other goods are prepared and/or served, or transactions are carried out.

3.10.2 General Provisions.

(a) It is unlawful for a person to conduct business on a public sidewalk or street except as provided in this section 3.10.

(b) No person may conduct business on a public sidewalk or street without first obtaining a sidewalk vendor permit from the city.

3.10.3 Miscellaneous Appurtenances.

(a) The manager or city council may approve the installation of certain appurtenances on sidewalks such as planters, solid waste containers, benches, drinking fountains and bicycle racks within the permit operating area.

(b) No advertising is allowed on the appurtenances under this Section 3.10, except the acknowledgement of donors of same, which may be displayed on a plastic or metal plaque not to exceed 160 square inches in size.

(c) In the event an appurtenance under this Section 3.10 is deemed by the manager to be in violation of the Code:

(1) The appurtenance deemed to be a violation will be removed by the city 10 days after providing written notice to the owner or person in charge; or

(2) If the appurtenance is deemed by the manager to be an immediate danger to the life, health, property or safety of the public, the manager may remove the appurtenance immediately and bill the owner for the cost of removal and storage.

3.10.4 Sidewalk Cafes.

(a) A duly licensed restaurant or café under state and local law may obtain a sidewalk vendor permit to conduct business as a sidewalk café subject to the following conditions:

(1) The permit operating area must be placed directly in front of the associated establishment and may not extend beyond the building walls as to be in front of another establishment;

(2) The permit operating area may not be placed in front of an entrance and must leave unobstructed pedestrian travel space equal to the width of the doorway from the doorway to the curb line;

(3) Tables to be used by standing customers may be placed only in the 30-inch space most adjacent to the exterior wall of the building housing the primary restaurant or café;

(4) Only food and beverages prepared and offered for sale in the primary establishment may be served in the permit operating area and are under the same controls and conditions of service as in the primary establishment;

(5) No vending machines are allowed in a permit operating area;

(6) Table umbrellas are allowed with a minimum height of seven feet above sidewalk level in a permit operating area;

- (7) Dirty dishes and all debris must be promptly removed from a permit operating area;*
- (8) Solid waste containers must be provided in the permit operating area for the placement of solid waste by customers; and*
- (9) Equipment in the permit operating area must be attended at all times.*

3.10.5 Application for Permit.

(a) Application for a sidewalk vendor permit must be made on a form provided by the manager, with a separate application for business location and include, but not be limited to:

- (1) The names and addresses of the owner and all operators;*
- (2) Copies of all necessary licenses and permits required by state or local authorities;*
- (3) Identification of the type of business conduct;*
- (4) The means to be used in conducting the business, including, but not limited to, a description of any mobile device to be used;*
- (5) The specific location proposed;*
- (6) A certificate of insurance that:*
 - (i) Names the city, its officers and agents, as coinsured and co-indemnified for any damage to property or injury to persons which may result from the activity carried on under the sidewalk vendor permit;*
 - (ii) Insures the permittee, property owners and the city from all claims which may arise from operation under the sidewalk vendor permit or in conjunction with it;*
 - (iii) Provides coverage of not less than \$200,000 for bodily injury for each person, \$500,000 for each occurrence and not less than \$50,000 for property damage per occurrence or a combined single limit coverage of \$500,000; and*
 - (iv) May not be terminated or canceled without 30 days written notice to the city and so specifies;*
- (7) If seeking the use of appurtenances under section 3.10.3, photographs or detailed scale drawings showing the design and precise location proposed for such appurtenances;*
- (8) If seeking to operate a sidewalk café under section 3.10.4:*
 - (i) Photographs or detailed scaled drawings of the proposed permit operating area and the portion of the restaurant or café connecting to same, showing the intended placement of barriers, chairs, tables and other appurtenances; and*
 - (ii) Written permission of both the owner or person in charge of the property and the owner or person in charge of the establishment in front of which the permit operating*

area extends beyond that portion of the building operated as the primary restaurant or café, if any;

(9) A nonrefundable fee, as set by council resolution to cover the cost of investigation and processing, must accompany applications for initial and renewal of sidewalk vendor permits; and

(10) Obtain approval after inspection by the manager to determine if the mobile device is in conformance with the provisions of the fire code and county food handlers permit provisions.

3.10.6 Conditions of Operation.

(a) Only such business conduct as approved under the sidewalk vendor permit may occur.

(b) A sidewalk vendor may not lead to or cause congestion or blocking of pedestrian traffic contrary to the limitations established in this section 3.10.

(c) A sidewalk vendor may not cause or allow loud or undue noise by vocalizing or through sound amplification in a manner that violates section 2.8 of the Dayton Municipal Code regarding noise.

(d) A sidewalk vendor may not cause or allow an offensive odor as a result of the vendor's business conduct.

(e) If a sidewalk vendor is selling edible items they must be immediately consumable.

(f) If a sidewalk vendor is selling non-edible items, they must be easily carried by pedestrians and be pre-manufactured, prepackaged, or previously handmade.

(g) A sidewalk vendor must provide a solid waste container for use by customers.

(h) Temporary canopies, umbrellas and other transparent enclosures, if any, may not present an unsightly appearance or hazard to passing pedestrians or exceed eight feet above sidewalk level.

(i) Mobile devices may not conduct business outside of approved areas or in any manner that impedes disability access in the public right of way.

(j) The owner or operator of a mobile device is deemed an operator of a business under section 3.3 of the Code.

(k) The owner or operator of a mobile device may not:

(1) Make or receive payment for oral or written consent required for the issuance or continued operation of a sidewalk vendor permit;

(2) Refuse to obey a lawful order of a peace officer to remove a mobile device entirely or relocate it to a different location within the permit area to avoid congestion or obstruction of the sidewalk;

(3) Allow it to be left unattended on the sidewalk;

(4) Place any cord, pipe, or other such object on or above the sidewalk;

(5) Conduct business in such fashion or location as to hinder the use and access of curbside parking; or

(6) Operate except between 9 a.m. and 10 p.m.

3.10.7 Allowed Areas.

(a) Mobile devices and sidewalk cafés are only allowed on sidewalks within the following areas of the central business overlay zone:

- 1. 4th Street between Ferry Street and Main Street, and only where fifteen (15) foot sidewalks have been developed.*
- 2. Ferry Street between 5th Street and 3^d Street, and only where fifteen (15) foot sidewalks have been developed.*

(b) The areas not considered sidewalks under this section 3.10 are:

- 1. Alley areas;*
- 2. Private parking lots open to the public; and*
- 3. Driveways, whether private or open to the public.*

3.10.8 Permit Issuance.

(a) Review and issuance. The manager will review an application for a sidewalk vendor permit and may issue a permit after all the conditions under section 3.10.5 are met and upon finding that use of the permit operating area is compatible with the public use of the sidewalk area and the proposed business conduct is deemed to be in the best interest of the public. In making this determination, the manager will consider any pertinent information, whether submitted by the applicant or obtained by the manager independently.

(b) Denial and appeal. If the application for sidewalk vendor permit is denied because the proposed location is determined by the manager to be unsuitable, the applicant may file a written appeal with the city within 15 days of notice of denial. The council will then set, notice, and conduct a hearing on the appeal of applicant.

3.10.9 Permits.

Sidewalk vendor permits:

- (a) Will name the applicant and the conditions under which the sidewalk vendor permit is granted;*
- (b) Must be plainly displayed in a weatherproof container on the mobile device or at the sidewalk café;*
- (c) Expire one year from issuance;*
- (d) Are not transferable in any manner;*

(e) Are valid only when used within the permit operating area designated on the sidewalk vendor permit and such permit operating area may not exceed 24 square feet of sidewalk including the area of the mobile device, the operator, the required solid waste container and any approved appurtenances;

(f) Are valid for one mobile device; and

(g) May be suspended for up to five days when the council authorizes a special event and provides a written notice to the permittee by either personal delivery or by mail via first class United States Postal Service at least five days prior.

3.10.10 Nonprofit Corporations.

(a) Local nonprofit corporations may, upon approval of the application made to the city on a form approved by the manager that includes written consent from the adjacent property and business owners or operators, conduct bake sales, rummage sales and other similar fundraising activities for a duration not to exceed three days, no more frequently than once per calendar quarter and only between 9 a.m. and 9 p.m.

(b) The application must be accompanied by a fee, as set by council resolution, and a certificate of insurance conforming to section 3.9.5(a)(6).

3.10.11 Violations.

(a) A violation of the provisions of this section 3.10 is a Class C violation according to the City's Fee Schedule, and will subject the sidewalk vendor permittee to removal of the mobile device or closure of the sidewalk café.

(b) The manager is authorized to cause the removed mobile device or sidewalk café contents to be stored until the owner pays the removal and storage charges.

(c) Failure of the owner to pay the removal and storage charges or file a written appeal within 30 days of the date of removal will constitute a waiver of rights to the property and it shall become the property of the city to be disposed of as the council deems proper.

(d) Appeals will be heard by the council.

To: Honorable Mayor and City Councilors

From: Scott Pingel, City Manager

Issue: MBR/RO Presentation and Discussion

Background and Information

Per the resignation letter presented to and approved by the City Council by James Reilly, the MBR Maintenance Contract was terminated as of October 31, 2016. In accepting and approving Mr. Reilly's termination of the Maintenance Contract at the September 26th Special City Council Session, the City Council agreed to allow Mr. Reilly to continue to operate the MBR System through October 31. The council also agreed to hear a presentation from Mr. Reilly regarding the current state of the MBR System at the November 7th City Council meeting. Mr. Reilly will come prepared to present to the City Council.

Part of the reason for calling the September 26th Special City Council Meeting was the unprofessional manner in which Mr. Reilly had conducted himself after the City expressed its desire to terminate the maintenance contract with Mr. Reilly. Since that time, Mr. Reilly has made an effort to make the relationship between AquaArray and the City better, or at least between him and me better. I've appreciated his efforts in doing so. I will say, however, that the relationship between Mr. Reilly and the Public Works staff will be difficult to repair should the City move forward.

The state of the system has not changed in any significant way since the Sept. 26th meeting. Since that time, Mr. Reilly continues to contend that the electrical upgrade that was initially requested to the dike of pond 3 was not sufficiently supplied. We continue to contend that it was. We were finally able to do a test of the electricity provided out to the dike of pond 3 with all necessary parties in attendance to ensure that the requested power was provided since this has been a sticking point for some time. It was determined that, at least from the City's perspective, that the requested power was supplied. This is no longer in question for City Staff.

AquaArray and City staff disagree as far as the current state of the system. Mr. Reilly contends that the system is working the way it is supposed to. He will contend that any current issues with the system are due to the City's mistakes such as the power issue or administrative issues. City staff contend that AquaArray hasn't delivered on what they said they would, which is constant quality flow to the RO Unit. Mr. Reilly will contend that this criteria is unrealistic without the holding tank, which has not been installed. The holding tank apparently being a necessity did not come up until the middle of September after City staff had sat down with Mr. Reilly and told him that we wanted to have the council terminate the contract.

It is true that the system ran fairly well in the mid to latter part of September in the sense that we did not have to clean the MBR or RO membranes, which is a very positive thing. We still have not had to clean MBR or RO membranes, but the system was run very sparingly in October. Regardless of whether it was because there was insufficient flow or whether there was a bad plug or due to the City's own political or administrative processes, the City still has not been able to run the RO Unit for more than 4 days at a time without interruption.

Mr. Reilly believes they are very close with several investors, and still have Suez, who would be a major investor, looking in to the MBR System more fully. The City pulling back at this point, according to Mr. Reilly, hurts the chances of getting other investors to buy in. So Mr. Reilly has put the option on the table that the money the City has spent so far could be considered the City's buy-in to the company. If other investors come on board and the business becomes more solvent, the City would have the option of selling back a portion or all of the investment the City has put into AquaArray but still have the system. In other words, the City could eventually, in theory, recoup all of its costs up to this point. The City would need to agree to invest \$12,000 more to help keep AquaArray going through January 2017. AquaArray would use that time to more fully prove that the system works and identify any further obstacles as well as get other investors to buy in. The end of January 2017 would need to be a pretty firm cutoff date. Even with a working product, for the City to be able to move forward, AquaArray must find investors. The City has spent quite a bit of money on AquaArray's R&D efforts and has basically been responsible for keeping their business alive besides the purchase of MBR System components. This is not the City's role and AquaArray must find investors to remove this burden from the City.

City Manager Recommendation: This is an instance where I do not have a clear cut direction to recommend to the City Council. The unknowns for any decision are worrisome. If we walk away, we could be walking away from a working product (or at least something that may be close to working). On the other end of that, I cannot report to the City Council that we have a working product, or that I can say with any certainty that we will eventually have a working product. And despite the estimates provided by Mr. Reilly, with the uncertainty that still exists, I don't know what any additional and ongoing costs look like. The technology has shown that it CAN work, and that it CAN produce very clean wastewater that DEQ will likely provide us a year round permit to discharge. The main question continues to be how much do we spend figuring it out? I see 3 main directions the City Council should consider.

First, the City Council can walk away outright. A letter is included with this memo that Mr. Reilly has agreed to in concept and would be required to sign that lays out what we agree is to remain the City's and what could be claimed by AquaArray should the City Council decide to walk away at any time.

Second, the City Council can allow AquaArray to continue to operate the MBR System in the ponds to provide them time to bring an investor on board but not commit to any further funding until another investor buys in and a new agreement is established. Again, if we move in this direction, we need to have a very clear date by which if an investor has not bought in, the MBR racks will need to be removed from pond 3, so we can try to drain it prior to April 30.

Third, the City Council can take AquaArray up on its offer to consider the money the City has spent on the system so far (\approx \$330,000) as the City's portion of the company and invest \$12,000 more to keep AquaArray going through at least January 2017 in order to provide them one last chance to prove the system and acquire investors. If we move in this direction, we need to have a very clear date (staff suggests January 31, 2017) by which if an investor has not bought in, or the City is not otherwise satisfied with the system, the MBR racks will need to be removed from pond 3, so we can try to drain it prior to April 30, which is the end of the winter discharge

season. If we are not moving forward with the MBR/RO project, we do not want to leave pond 3 full any longer.

Relevant Council Goal: Goal A – Develop and maintain infrastructure to improve livability and support operations and growth.

Council Options:

1 – Decide that the relationship with AquaArray should end now and walk away from the MBR/RO Project

2 – Allow AquaArray to continue to operate the MBR System in pond 3 through January 31, 2017 but provide no further funding.

3 – Agree to an additional \$12,000 to help keep AquaArray going through January 31, 2017, which provides them the chance to prove the system and acquire investors. The money the City has spent on the system so far would be considered the City's buy-in to the company, which would be investment it could recoup in the future.



City of Dayton

Post Office Box 339
416 Ferry Street
Dayton, Oregon 97114-0339
Phone: (503) 864-2221
Fax: (503) 864-2956
cityofdayton@ci.dayton.or.us
www.ci.dayton.or.us

November __, 2016

Mr. James Reilly/AquaArray
1135 4th Street, Unit B
McMinnville, OR 97128

RE: Termination of the Relationship between the City of Dayton and James Reilly/AquaArray

Dear Mr. Reilly:

I am writing this letter to provide official written notice of the termination of any professional relationship between AquaArray and the City of Dayton. This letter is also intended to provide notice and agreement between the City of Dayton and AquaArray as to what items shall remain the property of the City of Dayton and what items may be claimed by AquaArray.

The following items shall remain the property of the City of Dayton:

- All floating docks
- The Reverse Osmosis Unit and container, and any items associated with the Reverse Osmosis Unit
- All electrical lines out to the electric box on the dike of sewer pond #3 including the electric box and the plugs attached to the electric box
- Hoist
- Gantry Crane

The following items may be claimed by AquaArray:

- MBR Racks
- MBR Membranes/Filters
- All MBR wet wells, piping, pumps, blowers and floats
- Any electrical extension lines and plugs between the plugs attached to the electric box on the dike of sewer pond #3 and components on the floating docks

AquaArray will be responsible for removing all materials not associated with the Reverse Osmosis Unit or the normal operation of the City's sewer lagoon system, including but not limited to:

- All components of the MBR System
- Any waste materials left at the sewer lagoon site

- Any waste materials left at the City's Fisher Farms site
- Two freight containers at the City's Fisher Farms site

Regards,

Scott Pingel, City Manager
City of Dayton

The undersigned hereby acknowledges receipt of and agreement with the terms set out in this letter.

James Reilly, AquaArray

Homeward Bound Pets Adoption Shelter
P.O. Box 8, 10601 SE Loop Road
McMinnville, OR 97128
503-472-0341



Homeward Bound Pets Thrift Shop
1120 NE Lafayette Avenue
McMinnville, OR 97128
503-434-6545

Gift Date 7/15/2016
Gift Type: Check # 22944
Amount: \$1250.00

City of Dayton
P.O. Box 339
Dayton, OR 97114

We at Homeward Bound Pets wish to thank the City Council of Dayton on behalf of our county citizens and all community cats for your support of the HBPets low-cost, cat spay/neuter program. We are now operating this program into its sixth year and have currently fixed over 4700 community cats. Without your generous support we would not be able to help as many animals and continue our work towards reducing cat overpopulation and homelessness.

Homeward Bound Pets plans to operate the current, transport spay/neuter program, that uses veterinary services out of Yamhill County, until our new spay/neuter clinic in McMinnville is ready to open sometime next year. The new clinic will be able to provide spay/neuter services to community dogs, as well as cats, and we will continue to serve citizens of Yamhill County and provide special financial assistance to low-income individuals and families.

We are very appreciative of the support from the City of Dayton which helps us provide this low-cost spay and neuter service for the cats, and soon dogs, of Yamhill County citizens.

OCT 6 '16 PM 1:03

Sincerely,

Georgann S. Percival

Homeward Bound Pets Board President

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
09/16	09/09/2016	22088	109	News Register	RENEWAL 0	1	100.104.601.00	.00	89.00- V
09/16	09/12/2016	22102	1110	James P. Reilly	091216	1	700.700.910.00	.00	4,000.00
09/16	09/14/2016	22103	513	Elizabeth Wytoski	REIMB SEPT	1	500.500.752.00	.00	50.00
09/16	09/14/2016	22104	1175	John Bixler	REFUND FE	1	100.000.480.00	.00	10.00
09/16	09/14/2016	22105	871	OfficeMax Inc	Multiple	10	400.400.601.00	.00	514.84
09/16	09/14/2016	22106	1194	Rochelle Roaden	REIMB	10	400.400.611.00	.00	311.69
09/16	09/14/2016	22107	903	Scott Pingel	REIMB 0915	10	101.101.611.00	.00	145.15
09/16	09/15/2016	22108	179	Aramark Uniform Services	862515208	10	100.104.707.00	.00	204.96
09/16	09/15/2016	22109	127	Baker & Taylor	4011686204	1	100.104.715.00	.00	16.39
09/16	09/15/2016	22110	215	Baker Rock Resources	252693	1	300.300.616.00	.00	299.63
09/16	09/15/2016	22111	151	Beery, Elsner & Hammond	13137	1	500.500.700.00	.00	107.50
09/16	09/15/2016	22112	255	Cascade Columbia	675539	1	300.301.616.00	.00	705.00
09/16	09/15/2016	22113	222	Caselle, Inc	74843	10	400.400.705.30	.00	1,000.00
09/16	09/15/2016	22114	105	City of Dayton	Multiple	1	300.301.707.00	.00	1,565.63
09/16	09/15/2016	22115	362	City of Newberg	AUGUST 20	2	100.106.716.00	.00	3,718.31
09/16	09/15/2016	22116	169	City of Yamhill	00271	1	101.101.705.40	.00	250.00
09/16	09/15/2016	22117	860	City Sweepers, LLC	9577	1	200.200.614.40	.00	390.00
09/16	09/15/2016	22118	423	Comcast Cable	0578164 091	1	300.301.602.00	.00	104.85
09/16	09/15/2016	22119	1127	Copiers Northwest, Inc	INV1433389	10	400.400.601.00	.00	467.41
09/16	09/15/2016	22120	111	DCBS Fiscal Services	AUGUST 20	1	100.106.700.35	.00	417.05
09/16	09/15/2016	22121	789	Edge Analytical	Multiple	1	400.400.751.00	.00	252.00
09/16	09/15/2016	22122	1307	Field Instruments & Controls, Inc.	162689	1	300.300.705.00	.00	550.00
09/16	09/15/2016	22123	261	First Aid Plus	48085	10	400.400.601.00	.00	44.85
09/16	09/15/2016	22124	1306	Frieda Thompson	REFUND 09	2	400.400.750.00	.00	34.80
09/16	09/15/2016	22125	614	Frontier	Multiple	1	300.300.602.00	.00	275.50
09/16	09/15/2016	22126	891	Gopher Patrol	12550	1	400.400.614.40	.00	595.00
09/16	09/15/2016	22127	247	Grove, Mueller & Swank	80639	11	500.500.608.00	.00	10,000.00
09/16	09/15/2016	22128	814	Homeward Bound Pets Adoption	REIMB DEP	2	100.100.750.20	.00	100.00
09/16	09/15/2016	22129	134	Iron Mountain Records Mgmt	MXX7667	10	400.400.601.00	.00	81.44
09/16	09/15/2016	22130	1305	J Merced Juarez	REFUND 09	1	100.100.750.20	.00	200.00
09/16	09/15/2016	22131	108	Les Schwab	2020072105	6	400.400.614.00	.00	135.01
09/16	09/15/2016	22132	121	McMinnville Water & Light	67508 09141	1	300.301.600.00	.00	702.81
09/16	09/15/2016	22133	124	Mid-Willamette Valley COG	1617089	1	100.105.705.20	.00	973.61
09/16	09/15/2016	22134	871	OfficeMax Inc	869341	10	400.400.601.00	.00	72.00
09/16	09/15/2016	22135	173	One Call Concepts, Inc.	6080356	2	400.400.799.00	.00	34.32
09/16	09/15/2016	22136	163	Oregon Dept of Revenue	AUG 2016	1	101.101.700.35	.00	485.00
09/16	09/15/2016	22137	289	Oregon Mayors Association	810	1	500.500.752.00	.00	155.00
09/16	09/15/2016	22138	244	OreVac West Inc.	2690	1	400.400.614.60	.00	1,375.00
09/16	09/15/2016	22139	116	Pitney Bowes	3301333373	10	400.400.601.10	.00	428.25
09/16	09/15/2016	22140	213	Pitney Bowes Purchase Power	082516	10	400.400.601.10	.00	1,008.50
09/16	09/15/2016	22141	1079	Portland General Electric	Multiple	1	400.400.600.00	.00	8,727.29
09/16	09/15/2016	22142	747	Protec Inc	747456	1	100.100.707.30	.00	90.00
09/16	09/15/2016	22143	937	Schulz-Clearwater Sanitation, Inc	Multiple	1	100.103.619.00	.00	9.10
09/16	09/15/2016	22144	903	Scott Pingel	REIMB 0919	10	400.400.611.00	.00	46.22
09/16	09/15/2016	22145	141	Staples Credit Plan	50572	1	101.101.903.00	.00	137.97
09/16	09/15/2016	22146	171	Terminix Processing Center	357961057	10	100.104.707.00	.00	70.00
09/16	09/15/2016	22147	818	Thyssenkrupp Elevator Corp	3002731164	1	100.100.707.30	.00	564.93
09/16	09/15/2016	22148	1308	Tribune Building/Susanne Dolezal	REFUND 09	1	200.200.799.00	.00	1,300.00
09/16	09/15/2016	22149	186	VFW post # 10626	16-008	1	101.101.705.00	.00	37.50
09/16	09/15/2016	22150	112	Wilco	Multiple	7	400.400.614.10	.00	1,153.49
09/16	09/15/2016	22151	865	Xylem Water Solutions USA	3556917832	1	400.400.614.50	.00	1,666.20
09/16	09/15/2016	22152	164	Yamhill Co Public Works Dept	Multiple	5	400.400.614.00	.00	430.22
09/16	09/15/2016	22153	114	Yamhill County Sheriff	SEPT 2016	1	101.101.705.10	.00	10,627.26

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
09/16	09/15/2016	22154	115	Yamhill County Sheriff	16-008	1	101.101.700.35	.00	112.00
09/16	09/15/2016	22155	117	YCOM	2016-3BB	1	101.101.770.00	.00	2,331.41
09/16	09/19/2016	22156	1079	Portland General Electric	M2159014	1	200.200.614.00	.00	.00 V
09/16	09/15/2016	22157	1079	Portland General Electric	M2159014	1	200.200.614.00	.00	1,017.54
09/16	09/20/2016	22158	1110	James P. Reilly	01-00009	1	700.700.910.00	.00	4,871.78
09/16	09/28/2016	22159	1309	Dewey Sullivan Memorial Foundat	REFUND 09	1	100.100.750.20	.00	650.00
09/16	09/28/2016	22160	789	Edge Analytical	Multiple	1	300.300.751.00	.00	342.00
09/16	09/28/2016	22161	513	Elizabeth Wytoski	REIMB 0928	1	500.500.752.00	.00	69.34
09/16	09/28/2016	22162	989	Leo's Excavating & Trucking, Inc	Multiple	1	600.600.930.10	.00	42,799.00
09/16	09/28/2016	22163	1250	Nicole Zurfluh	REFUND 09	2	400.400.750.00	.00	89.20
09/16	09/28/2016	22164	1194	Rochelle Roaden	REIMB 0928	10	400.400.611.00	.00	52.48
09/16	09/30/2016	22165	190	AFLAC	181695	1	100.000.220.00	.00	189.52
09/16	09/30/2016	22166	215	Baker Rock Resources	254021	1	100.103.619.00	.00	209.56
09/16	09/30/2016	22167	189	CIS Trust	OCT 2016	22	400.400.594.00	.00	8,065.16
09/16	09/30/2016	22168	1310	Citizen for Jim Thompson	REFUND 09	1	100.100.750.20	.00	200.00
09/16	09/30/2016	22169	519	Comcast Cable - phone	5130011596	10	400.400.602.00	.00	304.01
09/16	09/30/2016	22170	1311	DKS Associates	0061387	1	200.200.705.00	.00	1,500.00
09/16	09/30/2016	22171	614	Frontier	8643275	1	400.400.602.00	.00	82.09
09/16	09/30/2016	22172	178	Hach Company	Multiple	1	300.301.616.00	.00	364.74
09/16	09/30/2016	22173	886	US Bank	Multiple	10	400.400.611.00	.00	1,334.75
09/16	09/30/2016	22174	154	Westech Engineering, Inc	Multiple	1	300.300.705.10	.00	7,693.28
09/16	09/30/2016	22175	256	Oregon Dept of Revenue	SEPT 2016	1	100.000.212.00	.00	2,027.89
Grand Totals:								.00	130,858.43

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

**THROUGH: SCOTT PINGEL
CITY MANAGER**

**FROM: STEPHEN SAGMILLER
PUBLIC WORKS DIRECTOR**

SUBJECT: PUBLIC WORKS ACTIVITIES REPORT OCTOBER 2016

Water:

Regulatory Samples bi weekly
Daily rounds
Work orders
Locates
Meter reading
Meter Re Reads
Turn ons / turn offs
Water Report to Lafayette
Water report to State
Receive chemicals at Treatment Plant
Meter and box replacement (various)
Install meters (various)
Door hangers
Repair chlorine at TP
Water line repair 11th St
Water line repair Rodeo St
Water line repair Oak St
Vac out valve boxes (various)

Wastewater:

Regulatory Samples bi weekly
Begin seasonal discharge
Daily Rounds
Check operation of lift stations daily
Locates
DMR to DEQ
Gopher patrol at lagoons
Prep for stair installation at lagoons
Disable chatterboxes at lift stations

Parks:

Clean Restrooms at park daily
Dump garbage all parks
Mow parks
Leaf removal at parks

Facilities:

Clean CC

Set up CC

Dump garbage at CC

Mop CC

Fire extinguisher checks

Mow at CC

Storm water:

Locates

Streets:

Street sweeping

Paving on 11th St

Fill approach on 11th St

Pothole repair Water St

Misc:

Deliver agendas