

**AGENDA  
DAYTON CITY COUNCIL  
REGULAR SESSION**



**DATE: TUESDAY, SEPTEMBER 5, 2017**  
**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>
<b>A.</b>	<b>CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>	
<b>B.</b>	<b>ROLL CALL</b>	
<b>C.</b>	<b>APPEARANCE OF INTERESTED CITIZENS</b>	
<b>This time is reserved for questions or comments from persons in the audience on any topic.</b>		
<b>D.</b>	<b>ACTION ITEMS</b>	
	1. Approval of Resolution 17/18-5 PERS Sick Leave	1-4
	2. 1 <sup>st</sup> Reading of Ordinance 640 Food Trucks	5-12
	3. SB 1051 Accessory Dwelling Units Presentation/Discussion – Lisa Brosnan, City Planner, Mid-Willamette Valley Council of Governments	13
	4. HB 4079 Affordable Housing Pilot Program Presentation/Discussion – Gordon Howard, Department of Land Conservation and Development	15-18
<b>E.</b>	<b>CITY COUNCIL COMMENTS/CONCERNS</b>	
<b>F.</b>	<b>INFORMATION REPORTS</b>	
	1. City Manager’s Report	19-22
<b>G.</b>	<b>ADJOURN</b>	

Posted: 09.01.17  
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 Work/Special Session, Monday, September 18, 2017**  
*City Hall Annex, 408 Ferry St, Dayton*

**To:** Honorable Mayor and City Councilors

**From:** Scott Pingel, City Manager

**Issue:** Approval of Resolution 17/18-5 PERS Sick Leave Program

**Background Information:** As the City has an employee approaching retirement and attending sessions with financial planners, I have learned that the City can authorize the use of unused sick leave to increase retirement benefits for Tier 1 and Tier 2 employees without increasing the City's PERS costs since this is a benefit provided as a part of the Tier 1 and Tier 2 plans. I have confirmed with our PERS account representative that authorizing this use of unused sick leave will not increase our PERS costs. As we stand now, the City only has 3 Tier 1/Tier 2 employees. The rest of the staff are new enough to PERS to be on the OPSRP (Oregon Public Service Retirement Plan) PERS Plan, which is very different from Tier 1 and Tier 2. In order for Tier 1 and Tier 2 retirees to be able to use unused sick leave as a part of their retirement benefit, the City Council has to adopt a resolution indicating such.

**City Manager Recommendation:** I recommend approval of Resolution 17/18-5.

**Potential Motion to Approve:** "I move approval of Resolution 17/18-5 a resolution of the City of Dayton authorizing the use of unused sick leave to increase retirement benefits for employees covered under the Public Employees Retirement System."

**City Council Options:**

- 1 – Move approval of Resolution 17/18-5 as recommended.
- 2 – Move approval of Resolution 17/18-5 with amendments.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.



**RESOLUTION No. 17/18-5  
City of Dayton, Oregon**

**A RESOLUTION OF THE CITY OF DAYTON AUTHORIZING THE USE OF UNUSED SICK LEAVE TO INCREASE RETIREMENT BENEFITS FOR EMPLOYEES COVERED UNDER THE PUBLIC EMPLOYEES RETIREMENT SYSTEM**

**WHEREAS**, ORS 238.350 authorizes the use of unused sick leave to increase retirement benefits for employees covered under the Public Employees Retirement System (PERS); and

**WHEREAS**, the City of Dayton is covered by the Public Employees Retirement System; and

**WHEREAS**, authorizing the use of unused sick leave to increase retirement benefits for affected employees will not increase the City’s PERS costs; and

**WHEREAS**, only Tier 1 and Tier 2 PERS employees are eligible for the unused sick leave program.

**The City of Dayton resolves as follows:**

**Section 1.** That pursuant to ORS 238.350, employees of the City of Dayton covered by the Public Employees Retirement System under the Tier 1 or Tier 2 plan may, for the purpose of determining the gross amount of salary used to determine the final average salary, utilize the monetary value of half of the accumulated unused sick leave for each retiring employee, and that benefits shall be established for the retiring employee on the basis of final average salary reflecting that addition; and

**Section 2.** That utilization of accumulated unused sick leave shall be subject to the terms, conditions and restrictions set forth in ORS 238.350.

**Section 3.** This resolution is effective immediately upon adoption.

**ADOPTED** this \_\_\_ day of \_\_\_\_\_ 2017.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

\_\_\_\_\_  
**Elizabeth Wytoski, Mayor**

\_\_\_\_\_  
**Date Signed**

**ATTEST:**

\_\_\_\_\_  
**Rochelle Roaden  
City Recorder**

\_\_\_\_\_  
**Date of Enactment**

**To:** Honorable Mayor and City Councilors

**From:** Scott Pingel, City Manager

**Issue:** 1<sup>st</sup> Reading of Ordinance 640 Food Trucks and Push Carts

**Background Information:** The City Council has been considering regulations for allowing food trucks in Dayton for several months. The City Council last provided direction and feedback to staff at the August 7, 2017 City Council meeting. The draft included in the packet reflects the changes indicated by the City Council at the last City Council meeting.

**City Manager Recommendation:** I recommend approval of the 1<sup>st</sup> Reading of Ordinance 640.

**Potential Motion to Approve:** “I move approval of the 1<sup>st</sup> Reading of Ordinance 640 An Ordinance Adding section 3.11 Food Trucks and Push Carts to the Dayton Municipal Code.”

**City Council Options:**

- 1 – Move approval of the 1<sup>st</sup> reading of Ordinance 640 as recommended.
- 2 – Move approval of the 1<sup>st</sup> reading of Ordinance 640 with amendments.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.



**ORDINANCE NO. 640**  
**CITY OF DAYTON**

*An Ordinance Adding Section 3.11 Food Trucks and Push Carts to the Dayton Municipal Code.*

**WHEREAS**, the City Council desires to add Section 3.11 Food Trucks and Push Carts to the Dayton Municipal Code as attached is Exhibit A; and

**WHEREAS**, the City Council considered said additions in public meetings on June 19, 2017 July 17, 2017, and August 7, 2017; and

**WHEREAS**, on July 17, 2017, August 7, 2017, and September 5, 2017, 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 of Dayton hereby adopts Ordinance 640; and

**Section 2.** The City Council adopts the additions of section 3.11 to the Dayton Municipal Code attached as Exhibit A and incorporated by reference herein.

**PASSED AND ADOPTED** by the City Council of the City of Dayton on this \_\_\_\_ day of \_\_\_\_\_, 2017

Mode of Enactment:

Date of first reading:

Date of second reading:

\_\_\_\_\_ 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 one week before the first reading of the Ordinance.

\_\_\_\_\_  
Elizabeth Wytoski, Mayor

ATTEST: \_\_\_\_\_  
Rochelle Roaden, City Recorder



### 3.11 FOOD TRUCKS AND PUSH CARTS

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

(1) "Food Truck" means the sale of food and/or non-alcoholic beverages from a mobile unit, which is used for the purpose of preparing, processing or converting food for immediate consumption as a drive-in or walk-up service. Examples include trailers designed to prepare and serve food, or trucks or vans of sufficient size to properly prepare food with a service window from which to serve food. This definition does not include outdoor barbecue grills, street vendors, or push carts. Exceptions include:

- (a) Residential lemonade stands and similar short-term sales.
- (b) Food or beverage services associated with private parties on private property where the general public is not invited.

(2) "Push Cart" means the sale of food and/or non-alcoholic beverages from a cart pushed or moved by hand, dolly or other manual method, which is used for the purpose of transporting, preparing, processing or converting food for immediate consumption as a walk-up service.

#### 3.11.2 General Provisions.

- (a) Prior to any use or operation of a food truck or push cart in the City of Dayton whether on private property or within the public right-of-way, the operator is required to obtain the appropriate Mobile Food Unit License through the Yamhill County Health and Human Services Department and hold a current and valid Food Handlers Permit. All regulations per ORS Chapter 624 and OAR Chapter 333 shall apply. All regulations in the Mobile Food Unit Operation Guide developed by the Oregon Department of Human Services, which is available through the Yamhill County Health and Human Services Department shall apply. The Mobile Food Unit License must be displayed at all times, and written permission from the property owner must be available on site.
- (b) Prior to any use or operation of a food truck or push cart in the City of Dayton, the owner or operator of the food truck or push cart must register their business with the City of Dayton per Section 3.3 of the Dayton Municipal Code and provide all required documentation per paragraph (a) above.
- (c) The use or operation of a push cart, in a manner other than defined and allowed in section 3.10 of the Dayton Municipal Code regarding mobile devices, is restricted to the Public (P) zone and only in conjunction with special events where the operator of the push cart has received permission from the person or entity in charge of the special event.
- ~~(d)~~ (d) The temporary use or operation of a food truck on private property for ~~fourteen (14) days or less fewer than thirty (30) days~~ in a calendar year that is directed toward a specific event(s) shall only be subject to the General Provisions in this section 3.11.2 of the Dayton Municipal Code as long as the food truck operator has permission from the property owner, and the food truck is fully contained (i.e.: trucks that provide their own water, power, and waste disposal). This temporary use of food trucks shall only be allowed in the Commercial (C), Commercial Residential (CR), ~~and~~ Industrial (I), and Public (P) zones.
- ~~(e)~~ (e) ~~Trash and recycle receptacles shall be provided on site, and must be emptied and maintained. Trash and recycle receptacles shall be provided at a rate of one receptacle for every food truck. Where the food truck operator proposes to provide an outdoor seating area a minimum of one twenty-gallon trash receptacle and one twenty-gallon recycle receptacle shall be provided in the common seating area.~~

**3.11.3 Food Trucks in the Public Right-of-Way.** The provisions of this section apply to food trucks used in the preparation and/or sales of food and beverage items to the general public in the public right-of-way during a special or public event.

- (a) Food trucks are allowed under the provisions in this section in the public right-of-way in or contiguous to the Commercial (C), Commercial Residential (CR), Industrial (I), and Public (P) zoning districts. The City Manager will establish an application and review process for this purpose. The person in charge of the event must complete the application and receive permission prior to the event for any food trucks to be placed in the public right-of-way during the event. No seating may be provided by food trucks operating in the public right-of-way.
- (b) An application for approval for the placement and operation of food truck(s) in the City of Dayton public right-of-way must include the following:
  - (1) A completed application form and application fee.
  - (2) The application requires the signature of the person in charge of the event. If any food truck is planned to be in the adjacent public right-of-way directly in front of a business, the application also requires the signature of the business owner confirming they've been notified and concur with the food truck placement.
  - (3) Site plan drawn to scale.
  - (4) Proximity to bathroom and plan for hand-washing facilities.
  - (5) Disposal plan for wastewater and gray water.
  - (6) Written verification that the food truck has been permitted, inspected and meets applicable County health regulations.
  - (7) Any additional information that may be required by the city manager to properly evaluate the proposed site plan. The city manager may waive any of the requirements above where determined that the information is unnecessary to properly evaluate the proposal.

**3.11.3.1 Permit Terms and Conditions.** Permits for food trucks for special events shall terminate at the end of the event or event series.

- (a) The permit issued shall be specific to an event or event series, and the permit is not transferable to other events. The permittee will be responsible for compliance with all conditions of approval.
- (b) The permit is specifically limited to the area approved, and will include a site plan indicating the area approved for the operation of the food truck.
- (c) A Class I-IV mobile food unit license issued by the Yamhill County Department of Health must be displayed on the unit at all times so it can be read from the outside. The registration must be current and valid.
- (d) All food trucks are subject to all applicable city, county, and state codes and regulations.

**3.11.4 Food Trucks ~~not in the Public Right-of-Way on Private Property.~~** The provisions of this section apply to food trucks used in the preparation and/or sales of food and beverage items to

the general public on ~~private property~~ not in the public right-of-way. A food truck that is situated on one lot for more than ~~four (4) hours in any one day and for more than thirty (30)~~fourteen (14) days in any calendar year must be approved following the procedures identified in this section 3.11.4 of the Dayton Municipal Code.

(a) The following limitations and standards shall apply:

1. Food trucks shall not provide drive-through facilities and are not allowed to provide internal floor space to customers.
2. Food Trucks shall not exceed twenty-six (26) feet in length, not including the trailer hitch, or be greater than two hundred sixty (260) square feet.
3. All food trucks shall be placed on a paved surface such as but not limited to concrete, asphalt pavers, or gravel. If new paved surface is added to a site to accommodate a cart, the parking area shall comply with applicable parking design standards contained in Chapter 7 of the Dayton Municipal Code.
4. All seating areas shall be located on the subject property at least ten (10) feet from a food truck.
5. Ingress and egress shall be safe and adequate when combined with the other uses of the property and will comply with the provisions of Section 7.2.303.
6. Food trucks shall provide adequate vision clearance as required by Section 7.2.308.08.
7. Trucks shall not occupy parking needed to meet minimum vehicle and bicycle parking requirements, and shall not occupy pedestrian walkways or required landscape areas. Blocking automobile access to parking spaces shall be considered occupying the spaces.
8. Trucks shall be located at least three feet from the public right-of-way or back of sidewalk, whichever provides the greater distance from the public right-of-way.
9. Trucks shall remain at least ten (10) feet away from other food trucks, buildings and parking stalls.
10. Trucks shall not be located within twenty-five (25) feet of an active driveway entrance as measured in all directions from where the driveway enters the site at the edge of the street right-of-way. Trucks shall not occupy fire lanes or drive aisles necessary for vehicular circulation or fire/emergency vehicle access. Customer service windows shall be located at least five feet from an active drive aisle used by cars. Each truck shall provide an awning for shelter to customers with a minimum clearance of seven feet between the ground and the awning.
11. Only one truck shall be allowed on any legal lot of record.

(b) Operation and Maintenance.

1. Trucks shall limit the visual effect of accessory items not used by customers, including but not limited to tanks, barrels, etc. by screening with a site-obscured fence or landscaping, or containing them within a storage shed not to exceed one hundred (100) square feet.

2. The exterior surfaces of all trucks shall be clean and free from dents, rust, peeling paint, and deterioration, and windows shall not be cracked or broken.
3. The exterior surface of all food trucks proposed to be located in the Central Business Overlay (CBO) zone shall be a color that is consistent with historic buildings in downtown Dayton.
4. Trucks shall not have missing siding, skirting or roofing.
5. Structures used to provide shelter to customers shall only be tents, canopies and similar membrane structures. Other structures for customer shelter are not allowed. This does not preclude the use of awnings attached to and supported by a mobile unit or umbrellas designed for café or picnic tables. All canopies, tents and other membrane structures erected on food truck sites shall comply with building code anchoring and engineering standards and fire code standards. Tents and canopies shall not have tears, mold, or broken or non-functioning supports and shall be securely anchored.
6. Unenclosed areas intended to be occupied by customers, such as areas near food truck service windows and customer seating, shall be illuminated when trucks are in operation during hours of darkness.
7. No source of outdoor lighting shall be visible at the property line adjacent to residential uses at three feet above ground level.
8. Outdoor lighting fixtures shall be oriented and/or shielded so as not to create glare on abutting properties.
9. Food trucks are exempt from land use district density, floor area ratio and Central Business Overlay design guidelines and standards. Accessory items to the food truck that are not for customer use, such as barrels, tanks or containers shall be screened to substantially limit the views of such items from the street.
10. Signage shall comply with sign code regulations per the Dayton Municipal Code. Each truck is permitted one A-Frame sign.

(c) Fire and Safety.

1. Trucks shall not have components or attachments in disrepair in a manner that causes an unsafe condition.
2. Uses shall not create tripping hazards in pedestrian or vehicular areas with items such as cords, cables and pipes.
3. If external electric service is necessary, an underground electric service outlet providing electricity to the unit may be used. The outlet must have a ground fault interrupter and meet all applicable city, state and federal codes. The extension cord from the outlet to the mobile food unit must not be longer than ten (10) feet and must meet all city, state and federal codes.
4. Trucks shall meet fire code requirements regarding distances from other structures or combustible materials.
5. Any cooking device within a food truck that creates grease-laden vapors shall provide an approved hood and extinguishing system, or be the type with a self-

closing lid as approved by the fire marshal. Appropriate fire extinguishers are required.

6. Propane tanks shall be stored and handled properly and be located at least ten (10) feet from combustible vegetation and trash receptacles and twenty (20) feet from a potential ignition source. Propane tanks shall remain outdoors and be secured from falling.
- (d) Health and Sanitation.
1. Trash and recycle receptacles shall be provided on site, and must be emptied and maintained. Trash and recycle receptacles shall be provided at a rate of one receptacle for every food truck. Where the food truck operator proposes to provide an outdoor seating area a minimum of one twenty-gallon trash receptacle and one twenty-gallon recycle receptacle shall be provided in the common seating area.
  2. Restrooms with hand washing facilities shall be provided for employees and customers. The restroom can be on-site or within one-quarter mile or a five-minute walk (such as at a neighboring business) and must be available during the truck's hours of operation. If the restroom is not on-site, the food truck operator shall submit written permission from an adjacent business or property owner where the facility is located.
  3. Wastewater and gray water shall be disposed of properly without harm to the environment or city infrastructure. An approved disposal plan shall detail storage and removal methods.
  4. Food trucks that are fully contained; i.e., trucks that provide their own water, power, and waste disposal, are permitted with no additional utility considerations beyond the permitting process and site plan approval described herein. Food trucks that require a water source, power source, or waste disposal location are permitted only where the city manager has approved site plans that show safe access and location of the aforementioned provisions. Such provisions shall be subject to all applicable building permits and system development charge requirements.

#### **3.11.4.1 Revocation or Suspension of Permit.**

- (a) A food truck permit shall be subject to revocation by the city if the application is found to include false information.
- (b) A food truck permit shall be suspended if the food truck is closed for more than ninety (90) days without providing advance written notice to the city manager.

**To:** Honorable Mayor and City Councilors

**From:** Scott Pingel, City Manager

**Issue:** SB 1051 Accessory Dwelling Units Presentation

**Background Information:** SB 1051, which was passed by the legislature and signed by the governor during the last legislative session, requires cities with a population greater than 5,000 to finalize decisions on housing applications for multi-family developments that include affordable units for low-income families within 100 days. Cities with a population greater than 2,500 must allow accessory dwelling units in all single-family zones. The bill changes the definition of needed housing to include housing types for low-income households. SB 1051 further requires that cities allow housing to be built on land owned by worship institutions for affordable housing, provided that the underlying zoning of the land allows housing. It also prohibits a city from lowering the density of a proposed development if it is within the designated density range permitted in the zone. Cities retain some authority to reduce density if there are health, safety or habitability concerns or other protections based on land use goals. Lisa Brosnan, our City Planner, will discuss this new legislation with the council. She will help us understand what is required, how it affects our current regulations, and ask the council for direction on initiating the required changes.



**To:** Honorable Mayor and City Councilors

**From:** Scott Pingel, City Manager

**Issue:** HB 4079 Affordable Housing Pilot Program

**Background Information:** HB 4079, passed by the legislature in 2016, aims to boost affordable housing by allowing two cities to develop affordable and market rate housing on lands currently outside urban growth boundaries (UGBs) without going through the normal UGB expansion process. The law directed the Land Conservation and Development Commission (LCDC) to set up a process and select two pilot projects, one for a city with a population up to 25,000, and one for a city with a population greater than 25,000. The proposed pilot project sites can be up to 50 acres, cannot be on high value farmland, and must meet other requirements. The pilot project cities must ensure the affordable housing on the sites remains affordable for the next 50 years, and must demonstrate efforts to accommodate and encourage needed housing within their existing UGBs. Gordon Howard from the Department of Land Conservation and Development will attend City Council meeting to present the program and discuss it with the City Council. What we need to decide is whether we are interested in applying to be the pilot program for the City under 25,000. There is quite a bit of information to sort through. There will likely be changes that we need to make to our Land Use and Development Code, and we will need to find a developer to partner with. I have made Community Home Builders aware of this opportunity, and they would be interested in it. DLCD has also provided other developer suggestions to consider.





## Expanding UGBs for Affordable Housing HB 4079 Pilot Program

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### Overview

In 2016, the Oregon Legislature passed House Bill 4079 (HB 4079).

HB 4079 aims to boost affordable housing by allowing two cities to develop affordable and market rate housing on lands currently outside urban growth boundaries (UGBs) without going through the normal UGB expansion process.

The law directed the Land Conservation and Development Commission (LCDC) to set up a process and select two pilot projects, one for a city with a population up to 25,000, and one for a city with a population greater than 25,000.

The proposed pilot project sites can be up to 50 acres, cannot be on high value farmland, and must meet other requirements. The pilot project cities must ensure the affordable housing on the sites remains affordable for the next 50 years, and must demonstrate efforts to accommodate and encourage needed housing within their existing UGBs.

LCDC has adopted rules to implement HB 4079. Pre-applications are due September 5, 2017; full applications will be due in early 2018.

### Eligible Cities

The legislation limits which cities may apply.

**Eligible Cities over 25,000 Population:** Albany, Bend, Corvallis, Eugene, Grants Pass, McMinnville, Medford, Redmond, and Springfield.

**Eligible Cities up to 25,000 Population:** Incorporated cities except those in Clackamas, Marion, Multnomah, Polk, and Washington counties and cities in Jefferson County served by the North Unit Irrigation District.

### Additional Information

The rule, a webinar explaining the program, and more materials are available at <http://www.oregon.gov/LCD/Pages/HB4079pilotprogram.aspx>

### Questions/Contact

Gordon Howard  
Senior Urban Planner  
[gordon.howard@state.or.us](mailto:gordon.howard@state.or.us)  
(971) 673-0964

## More about the Program Process

**Interested cities must complete a pre-application to DLCD** with basic information about their proposal, including a site map, current zoning designations, the number and type of proposed housing units, a list of development partners, and a brief statement about how public facilities and services will be provided.

DLCD has created a pre-application form and will assist cities interested in applying. The Department will review pre-applications and talk to each city applying; additional materials may be submitted if the pre-application is insufficient.

**Interested cities must then submit a full application**, including a concept plan, resolutions of support from local jurisdictions, consent statements from property owners, data on how the project will serve those needing affordable housing, more information about development partners and public facilities and services, and a demonstration that the city has adopted measure to encourage the development of affordable and needed housing within its existing urban growth boundary. They must also explain why the project could not be developed elsewhere, and how the affordable housing on the site will remain such for 50 years.

**The rules require 30% of the housing units to be affordable to households making 80% or less of the area median income** (unless the project is for a manufactured dwelling park, in which case 30% of the units must be for those making up to 100% of the area median income). The remaining units may be market rate.

The Department will review full applications to ensure they meet the requirements of the program, soliciting additional information as required.

**The Commission will make preliminary selections of two pilot projects that best meet the goals of the program.** Selected cities shall provide additional documentation about their projects. Once the form and content of those documents are satisfactory to the commission, it shall issue a final order selecting the pilot projects.

The selected cities shall then amend their urban growth boundaries, annex the pilot project sites, and adopt needed regulations and measures. They then issue permits for development.

The selected cities shall send the Commission reports on the projected and actual development costs, and annual reports for ten years information on the housing units on the site, as well as lessons learned.

Process overview:

<http://www.oregon.gov/LCD/docs/Pilot%20Project%20Process%20Overview.pdf>

Application requirements overview:

<http://www.oregon.gov/LCD/docs/Pilot%20Project%20Selection%20Overview.pdf>

Checklist of measures promoting affordable and needed housing that cities must adopt some of, for lands inside their urban growth boundaries:

<http://www.oregon.gov/LCD/docs/Affordable%20and%20Needed%20Housing%20Measures.pdf>

Additional housing resources: <http://www.oregon.gov/lcd/pages/housing.aspx>



**TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS**

**THROUGH: SCOTT PINGEL  
CITY MANAGER**

**FROM: STEPHEN SAGMILLER  
PUBLIC WORKS DIRECTOR**

**SUBJECT: PUBLIC WORKS ACTIVITIES REPORT AUGUST 2017**

**Water:**

Regulatory Samples bi weekly  
Daily rounds  
Work orders  
Replace chlorine tank at Treatment Plant  
Locates  
Meter reading  
Meter Re Reads  
Turn ons / turn offs  
Water Report to Lafayette  
Water report to State  
Receive chemicals at Treatment Plant  
Meter replacement (various)  
Replace meter box (various)  
Door hangers for water violations  
Emergency shut offs (various)  
Repair hydrant meter  
Remove downed tree at springs  
Clean filters at wells

**Wastewater:**

Regulatory Samples bi weekly  
Daily Rounds  
Check operation of lift stations daily  
Locates  
DMR to DEQ  
Weed at lagoons  
Clean Palmer lift station  
Repair footbridge lift station  
Begin disassembly at lagoons  
Clean at lagoons

**Parks:**

Clean Restrooms at park daily  
Dump garbage all parks  
Mow parks  
Repair park restroom  
Hog fuel to Alderman  
Lighting installation at AS Park  
Turn off irrigation to park

**Facilities:**

Clean CC  
Set up CC  
Dump garbage at CC  
Mop CC  
Fire extinguisher checks  
Turn off irrigation to CC

**Storm water:**

Locates

**Streets:**

Street patching (various)  
Street sweeping

**Misc:**

Deliver agendas  
Greg to training

**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

Date: August 15, 2017  
Gift Type: Check #23022  
Amount: \$1,350.00

Mayor Wytoski and Council Members  
416 Ferry Street, PO Box 339  
Dayton, OR 97114

Dear Mayor and Council Members,

Homeward Bound Pets would like to thank you for your \$1,350.00 donation for our low cost spay/neuter program in 2017.

We have been transporting cats out of county to larger hospitals able to handle the high volume. Homeward Bound Pets has been hard at work for the past 2 years to set up Yamhill County's very first low-cost Spay/Neuter Clinic for both cats and dogs! The flooring has been installed and we anticipate opening our doors next month!

Your support in the past years has been beneficial to these great successes. We appreciate the faith you have placed in HBPets and we will continue saving the lives of homeless cats and dogs.

Sincerely,

A handwritten signature in black ink that reads "Ronnie Vostinak".

Ronnie Vostinak  
Executive Director  
Homeward Bound Pet



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
07/17	07/03/2017	22959	1392	Wire Works LLC	7038	1	750.750.903.10	.00	2,080.90
07/17	07/03/2017	22960	1391	Withnell Motor Company	TB7241	1	750.750.903.10	.00	23,392.00
07/17	07/18/2017	22961	329	Alexonet Inc	1236	10	400.400.705.30	.00	483.70
07/17	07/18/2017	22962	127	Baker & Taylor	4011946436	1	100.104.715.00	.00	43.05
07/17	07/18/2017	22963	151	Beery, Elsner & Hammond	JULY 2017	2	100.100.700.00	.00	4,601.75
07/17	07/18/2017	22964	255	Cascade Columbia	696835	3	300.300.616.00	.00	1,719.00
07/17	07/18/2017	22965	222	Caselle, Inc	81280	10	400.400.705.30	.00	9,690.00
07/17	07/18/2017	22966	1393	Christina Cozine	REFUND DE	1	100.100.750.20	.00	50.00
07/17	07/18/2017	22967	105	City of Dayton	Multiple	1	300.301.707.00	.00	755.08
07/17	07/18/2017	22968	169	City of Yamhill	00294	1	101.101.705.40	.00	250.00
07/17	07/18/2017	22969	860	City Sweepers, LLC	10321	1	200.200.614.40	.00	390.00
07/17	07/18/2017	22970	423	Comcast Cable	5130578164	1	300.301.602.00	.00	104.85
07/17	07/18/2017	22971	519	Comcast Cable - phone	513 0011596	10	400.400.602.00	.00	303.93
07/17	07/18/2017	22972	1127	Copiers Northwest, Inc	INV1590112	10	400.400.601.00	.00	480.40
07/17	07/18/2017	22973	148	Davison Auto Parts	Multiple	6	400.400.617.00	.00	49.01
07/17	07/18/2017	22974	111	DCBS Fiscal Services	JUNE 2017	1	100.106.700.35	.00	744.74
07/17	07/18/2017	22975	1394	Denise & Joshua Hollinger	REFUND- 81	2	400.400.750.00	.00	66.71
07/17	07/18/2017	22976	235	DEQ	WQ18WSC-0	1	400.400.706.00	.00	100.00
07/17	07/18/2017	22977	120	DND Security & Communications	M-14288	10	400.400.707.00	.00	120.00
07/17	07/18/2017	22978	789	Edge Analytical	Multiple	1	300.300.751.00	.00	361.00
07/17	07/18/2017	22979	513	Elizabeth Wytoski	Multiple	1	500.500.752.00	.00	235.07
07/17	07/18/2017	22980	1196	Gary & Sharon Maxwell	REFUND 31	2	400.400.750.00	.00	53.00
07/17	07/18/2017	22981	134	Iron Mountain Records Mgmt	NYM8114	10	400.400.601.00	.00	110.20
07/17	07/18/2017	22982	1395	Kharati L Sachdeva	16-0172 REF	1	101.101.799.00	.00	30.00
07/17	07/18/2017	22983	1396	Lena Ankney	DEPOSIT RE	1	300.300.750.00	.00	3.24
07/17	07/18/2017	22984	124	Mid-Willamette Valley COG	1617393	1	100.105.705.20	.00	1,129.01
07/17	07/18/2017	22985	173	One Call Concepts, Inc.	7060366	2	400.400.799.00	.00	23.76
07/17	07/18/2017	22986	106	Recology Western Oregon	07055932	2	200.200.603.00	.00	240.38
07/17	07/18/2017	22987	615	Schneider Water Services	8824	1	300.300.614.40	.00	2,000.00
07/17	07/18/2017	22988	937	Schulz-Clearwater Sanitation, Inc	Multiple	1	100.103.619.00	.00	282.00
07/17	07/18/2017	22989	903	Scott Pingel	JULY 2017	10	400.400.611.00	.00	18.73
07/17	07/18/2017	22990	171	Terminix Processing Center	366519796	10	100.104.707.00	.00	70.00
07/17	07/18/2017	22991	1001	Utility Service Co., Inc	425400	4	600.600.930.60	.00	37,925.30
07/17	07/18/2017	22992	164	Yamhill Co Public Works Dept	176	1	200.200.616.20	.00	35.00
07/17	07/18/2017	22993	114	Yamhill County Sheriff	JULY 2017	1	101.101.705.10	.00	10,922.42
07/17	07/18/2017	22994	115	Yamhill County Sheriff	JUNE 2017	1	101.101.700.35	.00	48.00
07/17	07/18/2017	22995	117	YCOM	FY18-01-DA	1	101.101.770.00	.00	2,426.25
07/17	07/27/2017	22996	858	Dormers Embroidery	OLD TIMER	1	500.500.752.60	.00	130.00
07/17	07/27/2017	22997	1397	Dustin Schwindt	072817	1	500.500.752.60	.00	700.00
07/17	07/27/2017	22998	513	Elizabeth Wytoski	BINGO STA	1	500.500.752.60	.00	100.00
07/17	07/27/2017	22999	1070	Kathleen Palanuk	072817 FINA	1	500.500.752.60	.00	600.00
07/17	07/27/2017	23000	199	Ribbons 'N Beyond	929	1	500.500.752.60	.00	92.35
07/17	07/27/2017	23001	256	Oregon Dept of Revenue	FORM OQ 0	11	400.400.592.00	.00	112.58
07/17	07/31/2017	23002	190	AFLAC	475235	1	100.000.220.00	.00	189.52
07/17	07/31/2017	23003	189	CIS Trust	AUGUST 20	22	400.400.594.00	.00	8,292.46
Grand Totals:								.00	111,555.39