

**AGENDA  
DAYTON CITY COUNCIL  
REGULAR SESSION**



**DATE: MONDAY, OCTOBER 2, 2017**  
**PLACE: CITY HALL ANNEX, 408 FERRY STREET**  
**TIME: 6:30 PM**

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

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE #</u></b>
<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>CONSENT AGENDA</b>	
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Posted: 09.28.17  
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, October 16, 2017**  
**City Hall Annex, 408 Ferry St, Dayton**

**MINUTES**  
**DAYTON CITY COUNCIL**  
**WORK/SPECIAL/EXECUTIVE SESSION**  
**July 17, 2017**

**PRESENT:** Mayor Elizabeth Wytoski  
Councilor John Collins (arrived at 6:49 pm)  
Councilor Kitty Mackin  
Councilor Trini Marquez  
Councilor Darrick Price

**ABSENT:** Councilor John Bixler

**STAFF:** Scott Pingel, City Manager  
Rochelle Roaden, City Recorder  
Heather Martin, City Attorney

**A. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Wytoski called the meeting to order at 6:34 pm and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Mackin, Marquez, and Price. Mayor Wytoski noted the absence of Councilors Bixler and Collins.

**C. CONSENT AGENDA**

- 1. Approval of Meeting Minutes**
  - a. Regular/Executive Session, June 5, 2017**
  - b. Working/Special Session, June 19, 2017**

**KITTY MACKIN MOVED TO APPROVE THE MINUTES OF THE REGULAR/EXECUTIVE SESSION OF JUNE 5, 2017, AND THE WORKING/SPECIAL SESSION OF JUNE 19, 2017, AS AMENDED. SECONDED BY TRINI MARQUEZ. Motion carried with Mackin, Marquez, Price and Wytoski voting aye. Bixler and Collins absent.**

**D. APPEARANCE OF INTERESTED CITIZENS**

Randy Wheeler, 86 Alder Street, Dayton, with Dayton Kayak Rental, recognized the Dayton Fire Department for their wonderful response to his auto accident a few weeks ago. Mr. Wheeler presented a \$100 gift card to Lone Star Barbecue for the firefighters. Scott Pingel will forward the message and gift card to the Dayton Fire Department.

Mr. Wheeler informed the Council that he is the owner of Dayton Kayak Rentals, and is here to discuss the sign (located on the corner of 3<sup>rd</sup> and Ferry) he has been issued a code violation for. Mr. Wheeler noted two sections of the City of Dayton Municipal Code under 7.2.111.07 Section D, paragraph 11. He currently has permission from the property owner at 3<sup>rd</sup> and Ferry to have his sign

located there and feels that he is correctly interpreting the code. He further stated that the sign is definitely important to his business and it generates additional business for other businesses in town. He also requested that if the Council could grant an exception in this situation, he would like to ask that an exception is considered.

Mayor Wytoski responded explaining that the Council normally does not step into code enforcement issues and noted that in another section of the code immediately following 7.2.111.07 Section D, paragraph 11, it states that signs are not allowed on vacant lots. Therefore, the code is being interpreted correctly by the Code Enforcement Officer. A possible option might be to place the sign across the street at the gas station with permission from the lot owner. This property is outside of the CBO and therefore the code would not be applicable. Issuing a variance to this code is a staff level decision. Discussion continued.

Judy Gerard, 205 Main Street, Dayton, representing the Ford Family Foundation and Amity/Dayton Cohort, commented that funds were remaining from the project so the funds were divided between Amity and Dayton. Judy presented a check to the City of Dayton in the amount of \$228.73 and three cans of Pledge wood polish to maintain the sign.

Judy Gerard, 205 Main Street, Dayton, commented that having a way finding sign for the waterfront would be a great way to resolve the issue presented by Mr. Wheeler.

## **E. ACTION ITEMS**

### **1. Cost of Living Adjustment Discussion/ Approval**

Scott Pingel, City Manager, stated that the CPWI index for 2017 shows a 1.7% cost of living increase.

**DARRICK PRICE MOVED TO APPROVE A 1.7% COST OF LIVING ADJUSTMENT FOR CITY STAFF EFFECTIVE JULY 1, 2017. SECONDED BY KITTY MACKIN.** *Motion carried with Collins, Mackin, Marquez, Price, and Wytoski voting aye. Bixler absent.*

### **2. Approval of Resolution 17/18-1 Public Contracting Rules**

Scott Pingel stated that the update includes increasing maximum dollar amounts for personal services contracts as well as small procurements from \$5,000 to \$10,000 to match State maximum dollar amounts.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 17/18-1 A RESOLUTION AMENDING PUBLIC CONTRACTING**

RULES. SECONDED BY JOHN COLLINS.

*Motion carried with Collins, Mackin, Marquez, Price, and Wytoski voting aye. Bixler absent.*

Councilor Price asked if the Public Contracting Rules address when there are multiple contracts to the same vendor that total more than \$10,000. Discussion continued.

**3. Approval of Resolution 17/18-2 Renaming the Community Center**

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 17/18-2 A RESOLUTION RENAMING THE COMMUNITY CENTER. SECONDED BY DARRICK PRICE.** *Motion carried with Collins, Mackin, Marquez, Price, and Wytoski voting aye. Bixler absent.*

**4. Approval of Resolution 17/18-3 Special City Allotment Application**

**DARRICK PRICE MOVED TO APPROVE RESOLUTION 17/18-3 A RESOLUTION AUTHORIZING APPLICATION FOR THE SPECIAL CITY ALLOTMENT GRANT. SECONDED BY TRINI MARQUEZ.** *Motion carried with Collins, Mackin, Marquez, Price, and Wytoski voting aye. Bixler absent.*

**5. 1<sup>st</sup> Reading of Ordinance 640 Food Trucks and Push Carts**

Councilor Collins noted seven changes to the Ordinance as written. Discussion continued and it was determined that too many changes were needed so the first reading would not be completed at this time.

Mayor Wytoski closed the Regular Session at 8:08 pm and stated Council would move into the Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Darrick Price recused himself from the Executive Session and exited the meeting.

Mayor Wytoski closed the Executive Session at 8:26 pm and moved back into the Regular Session.

**F. CITY COUNCIL COMMENTS AND CONCERNS**

Councilor Mackin asked if there were more specific details on the chip-seal process happening in August. Scott Pingel explained that it is chipped rock laid down on the road and covered with glue. It will be fog coated so it will look more like a regular asphalt street. The sealing process occurs after it has been driven on for a while.

Councilor John Collins inquired if a daylight basement in a house with a kitchen or bathroom would be required to have a separate meter. Scott Pingel stated that a separate meter would not be retroactively required in that situation. If they have a separate dwelling unit, they would be charged two EDU's with one meter. Discussion continued.

Mayor Beth Wytoski reminded the Council that July 28<sup>th</sup> is Old Timer's Weekend with the parade, Senior Court, pony rides and other events. Please plan to attend if possible and get the word out.

**G. INFORMATION REPORTS**

1. City Manager Report

Scott Pingel updated the Council on the current negotiations with DEQ for discharging. A meeting for August 9<sup>th</sup> is scheduled after which DEQ will provide a revised/finalized Mutual Agreement Order (MAO).

**H. ADJOURN**

There being no further business, the meeting adjourned at 8:39 pm.

Respectfully submitted:

By: Rochelle Roaden  
City Recorder

**APPROVED BY COUNCIL on October 2, 2017.**

As Written  As Amended

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

**MINUTES**  
**DAYTON CITY COUNCIL**  
**REGULAR SESSION**  
**AUGUST 7, 2017**

**PRESENT:** Mayor Elizabeth Wytoski  
Councilor John Bixler  
Councilor John Collins  
Councilor Kitty Mackin  
Councilor Trini Marquez (arrived 6:34 pm)  
Councilor Darrick Price

**ABSENT:**

**STAFF:** Scott Pingel, City Manager  
Rochelle Roaden, City Recorder  
Steve Sagmiller, Public Works Director

**A. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Wytoski called the meeting to order at 6:30 pm and those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Wytoski noted there was a quorum with Councilors Bixler, Collins, Mackin, and Price. Mayor Wytoski noted the absence of Councilor Marquez.

**C. APPEARANCE OF INTERESTED CITIZENS**

Tim Ashley, Ashley Construction, 7642 Webfoot Road, Dayton, expressed his concern and frustration with the delay in permits being issued by the City of Newberg. His permit application for the Dayton High School pole building was submitted in May and the permit still not has been issued. The delay is ridiculous. Mayor Wytoski remarked that in the past, this service was put out to bid hoping to acquire a different provider with faster response times on permits and no other bids were received. Scott Pingel, City Manager, stated he would contact the City of Newberg the next day. Discussion continued.

Henry Bruns and Connie Hiram, 302 Alder Street, Dayton, asked about the extent of the water restriction, the history of the situation, and expressed his concern for not being able to water thousands of dollars of shrubs they recently planted.

Elma Hernandez, 913 Church Street, Dayton, is also concerned about the water restriction affecting her vegetable garden and a lack of communication. She is intrigued to find out what the situation is that warranted the current restriction.

Larry Smurthwaite, 773 Joel Palmer Way, Dayton, inquired about the root cause of the water restriction, the design of the water system today and where we are headed in the future. Also, what are the contracts and/or agreements involved with the water system? The biggest frustration is knowing that Lafayette is not on the same restrictions as Dayton but we share water somehow. Additionally, he is concerned with his neighborhood turning into a freeway since the barricade was lifted after construction was completed. Children are playing in the street, and people are running the stop sign 75% of the time at the bottom of Sweeney, putting children at harm. Furthermore, he feels

that the code enforcement of lawn maintenance is not consistent throughout his neighborhood. People are dumping things in the field near his house and the City is not dealing with it.

Jeremy Oliveira, 14765 SE Foster Road, Dayton, is frustrated with the permit process taking so long though the City of Newberg. He is having to pay additional monthly payments that he should not have to pay due to permits taking far too long. He contacted the State of Oregon and issued a complaint against the City of Newberg. He was told that permits should be issued in a specific amount of time as long as Newberg is getting paid. Discussion continued.

**MAYOR WYTOSKI MOVED TO REARRANGE THE AGENDA MOVING ACTION ITEM FIVE, WATER SYSTEM STATUS UPDATE, TO PROCEED ACTION ITEM ONE. SECONDED BY DARRICK PRICE.** *Motion carried with Bixler, Collins, Mackin, Marquez, Price and Wytoski voting aye.*

Victoria Huerta, 1005 Ferry Street #4, Dayton, has a food truck that she would like to be able to operate in Dayton.

#### **D. ACTION ITEMS**

##### **1. Water System Status Update**

Scott Pingel gave an in-depth description of the water system's history, structure, current production, and the Inter-Governmental Agreement (IGA) with the City of Lafayette for the shared well field and water rights. He further explained the current situation which warranted the water restrictions put in place. Mayor Wytoski gave additional historical information noting the improvements made over the last ten years to the water system, and frustrations with the current IGA. Discussion continued with comments and questions made by Harry Bruns, Larry Smurthwaite, Eva Sanchez, 817 Joel Palmer Way, Dayton, and Elma Hernandez.

##### **2. Appointment of New City Councilor to Vacant City Council Position**

Both candidates, Nikki McGraw and Khalen Dunn, gave a brief introduction.

A vote was taken. Mayor Wytoski voted for Khalen Dunn. Councilors Bixler, Collins, Mackin, Marquez and Price voted for Nikki McGraw.

Rochelle Roaden, City Recorder, performed the swearing in of Councilor Nikki McGraw.

##### **3. Approval of Resolution 17/18-4 Authorizing the Transfer of Control of the Astound Franchise**

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 17/18-4 A RESOLUTION OF THE CITY OF DAYTON AUTHORIZING THE TRANSFER OF CONTROL OF THE TELECOMMUNICATIONS FRANCHISE HELD BY ASTOUND BROADBAND, LLC. SECONDED BY JOHN BIXLER.** *Motion carried with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting aye.*

**4. First Reading of Ordinance 640 Food Trucks**

Darrick Price performed the first reading of Ordinance 640.

**JOHN BIXLER MOVED TO APPROVE THE FIRST READING OF ORDINANCE 640 AN ORDINANCE ADDING SECTION 3.11 FOOD TRUCKS AND PUSH CARTS TO THE DAYTON MUNICIPAL CODE. SECONDED BY TRINI MARQUEZ.** *Motion failed with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting nay.*

John Collins proposed the following changes:

- 1) 3.11.4 - Change 'Food Trucks on Private Property' to 'Food Trucks not in Public Right of Way'
- 2) 3.11.2 (d) - Add 'Public zones'
- 3) 3.11.4 - Remove "four (4) hours"
- 4) 3.11.4 – Change 'thirty (30) days' to "fourteen (14) days"
- 5) 3.11.2 (a) – Add language requiring proof of written permission from property owner
- 6) 3.11.2 – Move 3.11.4 (d)(1) to General Provisions and create 3.11.2 (e).

John Bixler proposed the following change:

- 1) 3.11.2 (d) – Change 'thirty (30) days' to "fourteen (14) days"

Due to the amount of changes, it was decided that a new draft would be needed which makes the first reading not applicable.

**5. Consideration of Temporary Occupancy Permit Application**

Scott Pingel gave a brief description of the application submitted by Steve Belinsky. Discussion followed.

**JOHN BIXLER MOVED TO APPROVE THE TEMPORARY OCCUPANCY PERMIT FOR A PERIOD OF SIX MONTHS AS LONG AS THERE ARE NO OBJECTIONS FROM THE CO-OWNER. SECONDED BY KITTY MACKIN.** *Motion carries with Bixler, Collins, Mackin, Marquez, McGraw, Price and Wytoski voting aye.*



**E. CITY COUNCIL COMMENTS AND CONCERNS**

Councilor Kitty Mackin remarked that using the Dayton Community Group on Facebook to put out the water restriction notice does not reach everyone because it is a closed group. There is another Facebook group, Downtown Dayton, which is open. Also, the Water Restriction Notice should be in both English and Spanish. Mayor Wytoski commented that the Facebook pages are not official City pages and they are not official City communications. Councilor Collins remarked that the Downtown Dayton site is a page not a group. Also, the City website has a translator available to read the content in Spanish. Discussion continued.

Councilor Nikki McGraw thanked everyone for the opportunity to be City Councilor.

Councilor Darrick Price asked about the timeline for the sewer upgrade project. Scott Pingel commented that Rural Development has taken six months to review the project. This has caused a delay in starting the bidding process and getting the project started by winter as originally hoped.

Councilor John Collins commented that in the future it would be better to start with a voluntary level of water restriction before going directly to a Stage 2. Additionally, the water restriction stages should be reworded providing clarification of what can be watered at each level i.e., hanging baskets, gardens, etc. He further asked if there are any state laws that we can take advantage of to restrict Lafayette's usage from our reservoir when they are drawing down the water close to the fire safety levels. Discussion continued.

**F. INFORMATION REPORTS**

1. City Manager Report

Scott Pingel gave an update on the Ferry Street Pedestrian Improvements from 9<sup>th</sup> to Flower.

He informed the Council that the Community Development Assistant resigned last week and that a temporary from Express Temps will be used to help with coverage and backup. Additionally, Debra Lien, the Community Development Specialist/Librarian, is retiring in March of 2018. Scott is looking at possible ways to restructure that position.

The reservoir was full this morning so the wells are currently off and in a resting period. They have not rested for three or four weeks. Coming off restrictions now would be too soon and put us into the same situation that caused the restrictions. He is working with Lafayette's City Manager to stay on their restrictions. Once an opportunity to pull back exists, the restrictions will be updated. Discussion continued.

**G. ADJOURN**

There being no further business, the meeting adjourned at 9:25 pm.

Respectfully submitted:

By: Rochelle Roaden  
City Recorder

**APPROVED BY COUNCIL on October 2, 2017.**

**As Written**  **As Amended**

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**Elizabeth Wytoski, Mayor**



**To:** Honorable Mayor and City Councilors

**From:** Scott Pingel, City Manager

**Issue:** 2<sup>nd</sup> Reading and Adoption of Ordinance 640 Food Trucks and Push Carts

**Background Information:** The City Council approved the first reading of this ordinance with a few minor changes at the September 5, 2017 City Council meeting. The Council has been considering regulations for allowing food trucks in Dayton for several months.

**City Manager Recommendation:** I recommend approval of the 2<sup>nd</sup> Reading and Adoption of Ordinance 640.

**Potential Motion to Approve the 2<sup>nd</sup> Reading:** “I move approval of the 2<sup>nd</sup> Reading of Ordinance 640 An Ordinance Adding section 3.11 Food Trucks and Push Carts to the Dayton Municipal Code.”

**Potential Motion to Adopt Ordinance 640:** “I move to adopt 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 2<sup>nd</sup> reading and Adoption of Ordinance 640 as recommended.
- 2 – Move approval of the 2<sup>nd</sup> reading and Adoption 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) The temporary use or operation of a food truck on private property for fourteen (14) days or fewer 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), Industrial (I), and Public (P) zones.

(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 at least one receptacle for every food truck. Where the food truck operator proposes to provide an outdoor seating area a minimum of at least 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.** 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 property not in the public right-of-way. A food truck that is situated on one lot for more than



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.

(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:** Affordable Housing Pilot Program Discussion

**Background Information:** At the September 5<sup>th</sup> City Council meeting, Gordon Howard from DLCD presented to the council regarding the Affordable Housing Pilot Program established by HB 4079 in 2016. Attached to this memo is the basic information about the program included in September's packet along with a follow-up email between Gordon and me. I have also included a preliminary concept map for future sewer development assuming we will swap UGB areas.

As far as the City applying for the pilot program, I have 3 basic hang ups. First, a fairly minor issue, but if there isn't a property owner west of town interested in partnering with the City on this project, we would need to use the 10 acres we currently own, which would create an island in the City for who knows how long. This creates water and sewer development challenges that the City would generally make a developer deal with, but in developing affordable housing, the issue isn't that simple. Second, I am simply unsure what the pilot gains us if we still need to go through a regular swap process to bring the rest of the area west of town into the UGB other than the project area. While getting a nice project done would be great, getting it done doesn't make it any easier to get the rest of the area swapped into our UGB. This leads to the 3<sup>rd</sup> hang up I have, which is the immediacy of it. We have not done any planning in regards to a major development west of town, or even a 10-acre development. While we have looked at water and sewer a bit, we have really just looked at it enough to determine that it would be easier to develop west of town than in our current UGB north of town. Sewer development, however, would still present a significant challenge depending on how land develops. While we would have some leeway in what our timeframe was for completing the project, it would still be expected to be completed within a couple of years, which still seems really fast for the scope of the project we are looking at.

Given those hang ups, which I think we should seriously consider, we are likely a strong candidate for this program. Our representatives at DLCD have certainly pushed it at me sufficiently. Should we decide to apply, I will also meet with our Regional Solutions representative from the Governor's Office to see what other help we could get with the project as far as funding goes.

**From:** [Howard, Gordon](#)  
**To:** [Scott Pingel](#)  
**Cc:** [Carnahan, Angela](#)  
**Subject:** RE: Affordable Housing Pilot Program  
**Date:** Monday, September 25, 2017 9:48:15 AM

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Hi Scott, you are correct, the whole “swap” thing would have to go through the regular UGB process. Note however that you could apply for up to 50 acres for the pilot project if you got some other landowners interested in joining the city. Regarding timing, you would need to have things figured out regarding how the project would be developed and on what timeline by the time of your final application deadline, which will be probably in March of 2018 or so. That would include having the developer or developers on board. There’s no reason the timeline had to be immediate, but there definitely would need to be a timeline, probably maximum of a couple of years or so.

Let me know if you have any other questions.

**Gordon Howard** | Principal Urban Planner  
Community Services Division  
Oregon Dept. of Land Conservation and Development  
800 NE Oregon Street, Suite 1145 | Portland, OR 97232  
Direct: (971)-673-0964  
[gordon.howard@state.or.us](mailto:gordon.howard@state.or.us) | [www.oregon.gov/LCD](http://www.oregon.gov/LCD)

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**From:** Scott Pingel [mailto:SPingel@ci.dayton.or.us]  
**Sent:** Monday, September 25, 2017 8:53 AM  
**To:** Howard, Gordon <ghoward@dlcd.state.or.us>  
**Subject:** Affordable Housing Pilot Program

Gordon,

Thanks for coming to our last City Council meeting to explain the pilot program to our City Council. Just a couple of questions/concerns regarding the pilot program. If the City moved forward and we were only able to develop the 10 acres the City currently owns in the area west of Dayton, we would only be able to bring that 10 acres into our UGB, correct? Would we be able to simultaneously bring the rest of the potential swap area into the UGB? I assume only the area being developed would be able to not go through the normal UGB swap/expansion process though, correct? Also, how quickly does the project have to be completed if we are chosen? Part of the challenge we see is the immediacy of it all. While we have done some preliminary looking at how we might develop water and sewer if we were able to swap our UGB, that is really all we have done.

I will discuss with my council at our October 2<sup>nd</sup> City Council meeting whether we want to apply for the program or not.

Thanks again,

Scott Pingel, City Manager  
City of Dayton



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## 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  
(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>

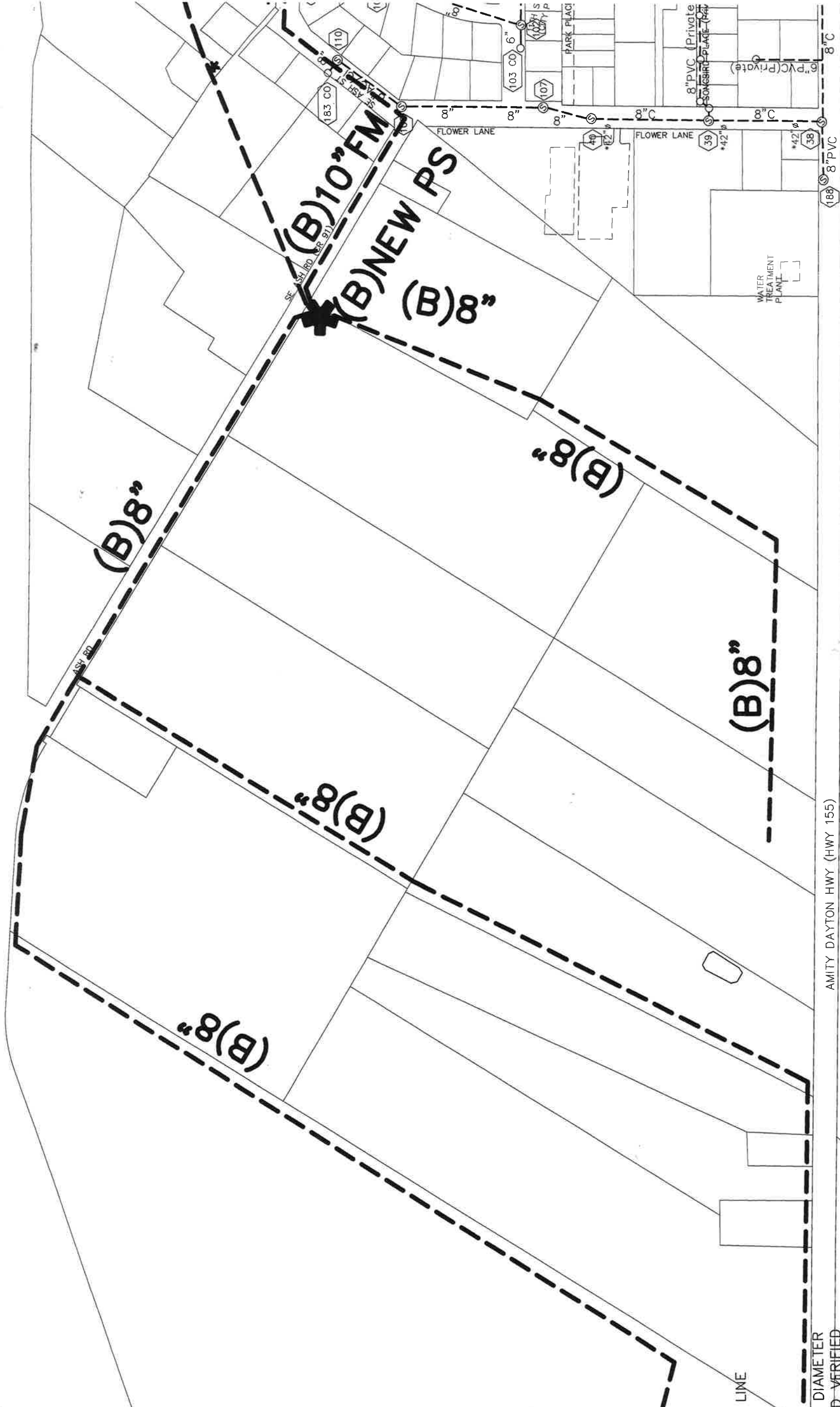
Checklist of measures promoting affordable and needed housing that cities must adopt some of, for lands inside their urban growth boundaries:

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

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

DAYTON BYPASS (OR18/OR233)

LAFAYETTE HWY (OR233) (MR 18)



**PIPE MATERIALS**

- CONCRETE (RUBBER GASKET JOINT)
- CONCRETE (MORTAR JOINT)
- CONCRETE (MORTAR JOINT)
- SBESTOS CEMENT
- OLYVINYL CHLORIDE
- DUCTILE IRON
- CAST IRON

**LEGEND**

- 8" CR - SANITARY SEWER LINE
- PIPE MATERIAL
- MANHOLE
- MANHOLE NO.
- MANHOLE BARREL DIAMETER
- \*42" - NOT FIELD VERIFIED
- MAINLINE CLEANOUT
- CLEANOUT NO.
- SEWER PUMP STATION

• APPROXIMATE SEWER SERVICE LOCATION (V=verified)  
(Lots w/out mark are unknown or not yet mapped)

COMMUNITY SEWER





**To:** Honorable Mayor and City Councilors

**From:** Scott Pingel, City Manager

**Issue:** Use of Transient Lodging Tax Revenue Discussion

**Background Information:** The City Council enacted a Transient Lodging Tax (TLT) in January 2016. The tax began to be owed by lodging providers in April 2016, with initial quarterly payments being due in July 2016. Now that we have received a full fiscal year of the tax, we have a better idea of what the tax will generate. In FY 16-17, the City received approximately \$44,000 in TLT revenue. No TLT dollars have been spent yet, and the City Council needs to decide how they'd like TLT dollars spent. I put the question on the City Manager's listserve of how other cities spend their TLT dollars and what kind of plan they have in place or how they decide on how to spend TLT dollars. Included with this memo is a spreadsheet of the responses I received. In the spreadsheet, I have indicated "TLT-old" which refers to TLT prior to the tourism promotion requirements, and "TLT-new" which refers to TLT established after tourism promotion requirements. Several cities have old enough ordinances that the old portion is not subject to the 70% tourism promotion requirement. For our purposes, 70% of the TLT dollars have to be spent on tourism promotion or tourist-related facilities. 30% can be used however we decide or for administrative matters, etc. What I'd like to discuss is how we are going to use the 70% that must go towards tourism promotion and tourist-related facilities. 70% of \$44,000 is \$30,800.

Here are the definitions we need to be aware of:

**Tourism-related facility** means: (a) A conference center, convention center or visitor information center; and (b) Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities. ORS 320.300(9).

**Tourism promotion** means any of the following activities: (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; (b) Conducting strategic planning and research necessary to stimulate future tourism development; (c) Operating tourism promotion agencies; and (d) Marketing special events and festivals designed to attract tourists. ORS 320.300(7).

I'd like the council to discuss 4 main questions:

1. Do you want to establish a plan or process in determining how to spend TLT revenues? Or simply decide on an annual (through the budget process) or ad-hoc basis how to spend TLT revenues?
2. Do you want to establish some kind of system for parsing out TLT revenues by percentage (ie: 60% to tourism promotion, 40% on tourist-related facilities)?
3. Does the council want to use a portion of TLT revenues to support the DCDA? Several cities give either all or a significant portion of TLT revenues to their chamber of commerce or other visitor or downtown organization. The DCDA is the primary "tourism promotion" entity in Dayton.

4. Are there immediate things the council would like to dedicate TLT revenues towards? Such as the repair and repainting of our entrance signs? We are doing the repair and repainting anyways, but that would be an eligible use of TLT revenues.

<u>City</u>	<u>Population</u>	<u>TLT-old</u>	<u>TLT-new</u>	<u>Decision System</u>	<u>General Use</u>	<u>Other comments</u>
Cannon Beach	1,710	6%	1%	Budget Committee decision	70% of 1% to Chamber	Most of 6% goes to support enterprise funds. Established a Tourism & Arts Fund with Tourism & Arts Commission.
Beaverton	95,385		4%	Budget Committee decision	Beaverton Center for the Arts	Established a Lodging Tax Fund. Main focus of TLT is to support final design, construction, and debt service for the Arts Center.
La Grande	13,200	5%	1%	Dedicate tax on ratio basis. Set by council.	49.8% of old tax goes to General Fund. Dedicate 100% of new tax to Tourism. 38% to Chamber, 8% to Conference Center, 54% to City parks as tourism-	As revenues fluctuate, they maintain the ratios.
Newberg	23,465		9%	Newberg Strategic Tourism Plan		Plan was established through an advisory committee and stakeholder interviews. An ad hoc committee now determines use of the TLT revenues.
Lebanon	16,435		6%	Council set dollar amounts by ordinance	\$80,000/year to Chamber, and the balance (≈ \$150K) remains in the City's Lodging Tax Fund for projects that improve	Recently constructed a new art-themed pocket park in downtown using TLT dollars.
McMinnville	33,405		10%	Gives required 70% to Visit McMinnville		Just started a strategic planning process to determine how to dedicate increase from 8% to 10%.
Condon	695		5%	Ratios set by ordinance.	60% to Chamber, 30% to City Tourism Fund, 10% for tourism facilities.	
Hines	1,560		8%	Budget Committee decision	25% dedicated to Chamber	
Winston	5,410		5%	All TLT revenue goes to Chamber of Commerce		

## 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
08/17	08/02/2017	23004	238	A&E Security & Electronic	Multiple	6	400.400.617.00	.00	269.36
08/17	08/02/2017	23005	127	Baker & Taylor	Multiple	4	100.104.730.10	.00	1,076.99
08/17	08/02/2017	23006	189	CIS Trust	Multiple	10	400.400.592.00	.00	52,445.68
08/17	08/02/2017	23007	1110	James P. Reilly	080217	1	700.700.910.00	.00	30,000.00
08/17	08/02/2017	23008	150	Debra Lien	072617 REI	3	100.106.611.00	.00	171.09
08/17	08/02/2017	23009	513	Elizabeth Wytoski	071317 REI	5	500.500.752.60	.00	176.98
08/17	08/02/2017	23010	256	Oregon Dept of Revenue	Multiple	1	100.000.212.00	.00	2,071.32
08/17	08/02/2017	23011	362	City of Newberg	JULY 2017	2	100.106.716.00	.00	8,245.34
08/17	08/03/2017	23012	679	A1 Backflow Services, LLP	9070	1	300.300.705.00	.00	20.00
08/17	08/03/2017	23013	255	Cascade Columbia	698969	1	300.301.616.00	.00	1,005.00
08/17	08/03/2017	23014	519	Comcast Cable - phone	5130011596	10	400.400.602.00	.00	303.95
08/17	08/03/2017	23015	1360	David Todd Construction, LLC.	REFUND PA	1	300.300.799.00	.00	104.77
08/17	08/03/2017	23016	1182	Department of Consumer and Bus	0011707150	1	100.100.706.00	.00	197.12
08/17	08/03/2017	23017	839	Ferguson Enterprises Inc. #3011	Multiple	1	300.300.616.20	.00	12,024.94
08/17	08/03/2017	23018	614	Frontier	Multiple	1	300.300.602.00	.00	366.68
08/17	08/03/2017	23019	694	GPEC Electrical Contractors	4445	1	100.103.705.00	.00	1,463.92
08/17	08/03/2017	23020	167	GSI Water Solutions, Inc	0107.020 2	1	300.300.705.00	.00	1,134.20
08/17	08/03/2017	23021	178	Hach Company	10554255	2	400.400.614.00	.00	3,976.00
08/17	08/03/2017	23022	814	Homeward Bound Pets Adoption	2017-2018 D	1	500.500.752.20	.00	1,350.00
08/17	08/03/2017	23023	845	John Deere Financial	507814-5308	5	400.400.614.00	.00	296.35
08/17	08/03/2017	23024	491	K. L. Bowers Concrete	07317	1	200.200.614.40	.00	1,350.00
08/17	08/03/2017	23025	107	League of Oregon Cities	2017-200222	11	500.500.706.00	.00	2,147.53
08/17	08/03/2017	23026	989	Leo's Excavating & Trucking, Inc	246	1	400.400.614.50	.00	3,275.00
08/17	08/03/2017	23027	131	Local Government Personnel Ins	13129	11	500.500.706.00	.00	586.00
08/17	08/03/2017	23028	139	Lowe's	Multiple	6	400.400.617.00	.00	467.37
08/17	08/03/2017	23029	121	McMinnville Water & Light	67508 07261	1	300.301.600.00	.00	386.32
08/17	08/03/2017	23030	124	Mid-Willamette Valley COG	1718009	11	500.500.706.00	.00	1,314.00
08/17	08/03/2017	23031	110	Northwest Logging Supply	Multiple	6	400.400.617.00	.00	54.98
08/17	08/03/2017	23032	214	OAWU	GREG BINK	2	400.400.611.00	.00	295.00
08/17	08/03/2017	23033	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	151.62
08/17	08/03/2017	23034	172	Oregon Assoc of Municipal Recor	00797 - ROA	10	400.400.611.00	.00	450.00
08/17	08/03/2017	23035	163	Oregon Dept of Revenue	JUNE 2017	1	101.101.700.35	.00	161.00
08/17	08/03/2017	23036	244	OreVac West Inc.	3196	1	400.400.614.40	.00	875.00
08/17	08/03/2017	23037	103	PGE	Multiple	1	400.400.600.00	.00	4,660.76
08/17	08/03/2017	23038	1388	Pitney Bowes	Multiple	10	400.400.601.10	.00	290.75
08/17	08/03/2017	23039	621	Portland Engineering, Inc	Multiple	2	300.301.705.10	.00	2,703.42
08/17	08/03/2017	23040	224	Ridgeway Supply	0043941 IN	1	300.301.616.00	.00	34.81
08/17	08/03/2017	23041	1398	Roberto Garcia	REFUND DE	1	100.100.750.20	.00	650.00
08/17	08/03/2017	23042	751	Roth Heating & Cooling	WO 113732	11	400.400.707.00	.00	317.46
08/17	08/03/2017	23043	1400	Steve Monahan	REFUND 12	2	400.400.750.00	.00	84.29
08/17	08/03/2017	23044	1006	US Bank	Multiple	1	750.750.903.10	.00	1,830.85
08/17	08/03/2017	23045	186	VFW post # 10626	17-006	1	101.101.705.00	.00	37.50
08/17	08/03/2017	23046	154	Westech Engineering, Inc	Multiple	1	600.600.910.10	.00	26,639.86
08/17	08/03/2017	23047	112	Wilco	Multiple	7	400.400.614.10	.00	2,388.22
08/17	08/03/2017	23048	1399	Wolf River LLC	REFUND 77	2	400.400.750.00	.00	103.06
08/17	08/03/2017	23049	1401	Yamhill Community Action Partner	2017-2018	1	500.500.752.20	.00	1,000.00
08/17	08/03/2017	23050	248	Yamhill County	LOCAL GOV	1	500.500.752.00	.00	210.00
08/17	08/03/2017	23051	196	Your Community Mediators	2017-2018	1	500.500.752.20	.00	1,600.00
08/17	08/04/2017	23052	103	PGE	799480 0705	1	300.301.600.00	.00	2,347.69
08/17	08/15/2017	23053	329	Alexonet Inc	1272	10	400.400.705.30	.00	483.70
08/17	08/15/2017	23054	1402	Amanda R Cooper	REFUND 08	1	101.101.799.00	.00	60.00
08/17	08/15/2017	23055	127	Baker & Taylor	Multiple	1	100.104.715.00	.00	133.75
08/17	08/15/2017	23056	151	Beery, Elsner & Hammond	AUGUST 20	11	500.500.700.00	.00	1,681.46

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
08/17	08/15/2017	23057	166	Cascade Form Systems	1973	2	400.400.601.00	.00	319.78
08/17	08/15/2017	23058	258	Chemeketa Community College	S1005693	1	100.104.710.00	.00	16.94
08/17	08/15/2017	23059	105	City of Dayton	Multiple	1	300.301.707.00	.00	919.82
08/17	08/15/2017	23060	362	City of Newberg	2017 JULY	2	100.106.716.10	.00	404.56
08/17	08/15/2017	23061	169	City of Yamhill	00296	1	101.101.705.40	.00	250.00
08/17	08/15/2017	23062	860	City Sweepers, LLC	10390	1	200.200.614.40	.00	693.02
08/17	08/15/2017	23063	423	Comcast Cable	0578164 072	1	300.301.602.00	.00	104.85
08/17	08/15/2017	23064	1127	Copiers Northwest, Inc	INV1605517	10	400.400.601.00	.00	396.08
08/17	08/15/2017	23065	111	DCBS Fiscal Services	07/2017	1	100.106.700.35	.00	51.42
08/17	08/15/2017	23066	789	Edge Analytical	Multiple	1	300.300.751.00	.00	206.00
08/17	08/15/2017	23067	839	Ferguson Enterprises Inc. #3011	0594070	2	300.300.799.00	.00	3,401.73
08/17	08/15/2017	23068	543	Ferrellgas	Multiple	10	400.400.600.10	.00	282.84
08/17	08/15/2017	23069	1404	Francisco & Sandra Perez	073117 REF	2	400.400.750.00	.00	75.56
08/17	08/15/2017	23070	614	Frontier	Multiple	1	300.300.602.00	.00	288.39
08/17	08/15/2017	23071	1403	Hollee McGrew	REFUND 08	1	100.100.750.20	.00	200.00
08/17	08/15/2017	23072	134	Iron Mountain Records Mgmt	PAZ0752	10	400.400.601.00	.00	56.75
08/17	08/15/2017	23073	108	Les Schwab	2020084884	6	400.400.614.00	.00	17.00
08/17	08/15/2017	23074	313	Little Fire Equipment	9190	10	400.400.601.00	.00	475.00
08/17	08/15/2017	23075	802	Lori Ensign	REFUND JU	1	101.101.799.00	.00	20.00
08/17	08/15/2017	23076	139	Lowe's	Multiple	6	400.400.617.00	.00	20.46
08/17	08/15/2017	23077	124	Mid-Willamette Valley COG	1718060	1	100.105.705.20	.00	753.76
08/17	08/15/2017	23078	109	News Register	Multiple	1	100.104.601.00	.00	589.00
08/17	08/15/2017	23079	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	188.49
08/17	08/15/2017	23080	173	One Call Concepts, Inc.	7070364	2	400.400.799.00	.00	18.48
08/17	08/15/2017	23081	163	Oregon Dept of Revenue	JULY 2017	1	101.101.700.35	.00	525.00
08/17	08/15/2017	23082	244	OreVac West Inc.	3424	1	400.400.614.40	.00	750.00
08/17	08/15/2017	23083	1405	Paul Silva	REFUND -O	1	300.300.799.00	.00	14.70
08/17	08/15/2017	23084	103	PGE	Multiple	1	400.400.600.00	.00	6,952.74
08/17	08/15/2017	23085	213	Pitney Bowes Purchase Power	080917	10	400.400.601.10	.00	2,018.50
08/17	08/15/2017	23086	621	Portland Engineering, Inc	Multiple	1	300.300.614.40	.00	12,874.00
08/17	08/15/2017	23087	106	Recology Western Oregon	Multiple	1	400.400.601.00	.00	471.55
08/17	08/15/2017	23088	224	Ridgeway Supply	Multiple	1	300.301.617.00	.00	42.79
08/17	08/15/2017	23089	937	Schulz-Clearwater Sanitation, Inc	Multiple	1	100.103.619.00	.00	282.00
08/17	08/15/2017	23090	119	Sprint	414585229-1	10	400.400.602.00	.00	354.23
08/17	08/15/2017	23091	141	Staples Credit Plan	25709	10	400.400.601.00	.00	21.59
08/17	08/15/2017	23092	171	Terminix Processing Center	367389807	10	100.104.707.00	.00	73.00
08/17	08/15/2017	23093	186	VFW post # 10626	17-007	1	101.101.705.00	.00	37.50
08/17	08/15/2017	23094	154	Westech Engineering, Inc	Multiple	1	600.600.910.10	.00	13,898.84
08/17	08/15/2017	23095	114	Yamhill County Sheriff	AUG 2017	1	101.101.705.10	.00	10,922.42
08/17	08/15/2017	23096	115	Yamhill County Sheriff	17-007	1	101.101.700.35	.00	154.00
08/17	08/15/2017	23097	117	YCOM	FY18-02 DA	1	101.101.770.00	.00	2,426.25
08/17	08/31/2017	23098	190	AFLAC	904250	1	100.000.220.00	.00	189.52
08/17	08/31/2017	23099	1408	Air Diffusion Systems	5104	1	400.400.616.00	.00	4,531.00
08/17	08/31/2017	23100	127	Baker & Taylor	Multiple	1	100.104.715.00	.00	39.77
08/17	08/31/2017	23101	255	Cascade Columbia	701595	3	300.300.616.00	.00	2,453.00
08/17	08/31/2017	23102	189	CIS Trust	SEPT 2017	23	400.400.594.00	.00	8,302.36
08/17	08/31/2017	23103	614	Frontier	8643275 081	1	400.400.602.00	.00	83.63
08/17	08/31/2017	23104	694	GPEC Electrical Contractors	4590	1	780.780.920.30	.00	9,925.00
08/17	08/31/2017	23105	167	GSI Water Solutions, Inc	0107.020-3	1	300.300.705.00	.00	580.00
08/17	08/31/2017	23106	1081	Keller Associates	1 2017 SMO	1	400.400.705.20	.00	4,990.00
08/17	08/31/2017	23107	1407	Maria Isabel Cortes	REFUND 08	1	100.100.750.20	.00	350.00
08/17	08/31/2017	23108	1406	Melissa Lopez	REFUND 08	1	100.100.750.20	.00	200.00
08/17	08/31/2017	23109	256	Oregon Dept of Revenue	AUGUST 20	1	100.000.212.00	.00	2,049.75
08/17	08/31/2017	23110	103	PGE	7996469 080	1	300.300.600.00	.00	887.26
08/17	08/31/2017	23111	621	Portland Engineering, Inc	7195	2	300.300.705.00	.00	60.00
08/17	08/31/2017	23112	171	Terminix Processing Center	367537230	1	100.100.707.30	.00	58.00

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
08/17	08/31/2017	23113	662	Whitney Equipment Comp, Inc	83889	1	300.301.614.00	.00	9,058.10
Grand Totals:								.00	280,797.52

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

**THROUGH: SCOTT PINGEL  
CITY MANAGER**

**FROM: STEPHEN SAGMILLER  
PUBLIC WORKS DIRECTOR**

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

**Water:**

Regulatory Samples bi weekly  
Daily rounds  
Work orders  
Repair chlorine at McDougal  
Repair chlorine at Treatment Plant  
Locates  
Meter reading  
Meter Re Reads  
Turn ons / turn offs  
Water Report to Lafayette  
Water report to State  
Install meters (various)  
Meter replacement (various)  
Replace meter box (various)  
Emergency shut offs (various)  
Prep for Sanitary survey  
Leak checks (various)

**Parks:**

Clean Restrooms at park daily  
Dump garbage all parks  
Mow parks  
Repair park restroom  
Leaf pickup in parks  
Remove graffiti at park

**Storm water:**

Locates

**Wastewater:**

Regulatory Samples bi weekly  
Daily Rounds  
Check operation of lift stations daily  
Locates  
DMR to DEQ  
Mow at lagoons  
Reset Palmer lift station  
Repair footbridge lift station  
Stairs at lagoons  
Remove filters at RO

**Facilities:**

Dump garbage at CC  
Fire extinguisher checks

**Streets:**

Trim near street trees  
Dump garbage on Ferry  
Street sweeping

**Misc:**

Deliver agendas