



City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, March 8, 2023, 7:00 PM
MINUTES**

REGULAR MEETING

1. CALL TO ORDER:

Roll Call

Present In-Person: Mayor Yvette Potter; Councilors Marci Hedin, Kay Echaury, and Shea Corrigan.

Virtual: Tim Askey

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator; Jason Wofford Facility Manager; Kyle Adams Public Works and Tyler Yeoman-Millette, City Attorney

2. FLAG SALUTE:

Mayor Potter led the flag salute with all those present participating.

3. PUBLIC COMMENT:

Sherry Wilson

Concerns of Monday's Special Session Meeting, saying that there were people trying to log into the meeting and due to the meeting being so short they were unable to log in.

Bob Davis

Attention to Building Permits lacking in quantity, pricing etc. Permit Fees need updated. Mayor Potter informed Bob that Interim City Administrator will be addressing this in his Project Initiative during tonight's meeting.

Requesting to have the CIP put on City Website and for Council to review the status of the CIP once a year.

Requested to have a housing analysis done.

Rocky Losli

Appreciation for city officials by name Mayor Potter, City Council, Interim City Administrator Greg Graven. Had a concern regarding meet and greet with City Administrator Candidates on February 16, 2023.

Concerns with the facilitator facilitating the event (Ross Schultz), Mayor Potter and Councilors, Interim City Administrator, Greg Graven choice of the venue at Larson's House said too noisy and difficult to hear anything being said. Felt better suited venue would be council chambers. Councilor Corrigan and Mayor Potter explained the venue was too loud with the intent being more suitable for a family setting.

Sherry Wilson expressed a concern of the pricing of the food and felt families would feel obligated to have to make a purchase.

Rocky spoke about the service delivery charges by the City. Request them to do their homework and make changes to the correct amounts and to reconsider the number of dollars to be used in appropriate ways.

4. PRESENTATIONS:

Planning Commission

Ken Moore

Talked about the gas station permit being addressed again at the planning commission meeting and asked if anyone had any questions.

Direction on inviting business, attracting business and economic development.

Answered by Mayor Potter. Working with new City Administrator. Working on economic development.

Review update current zoning.

Having conversation with City Planner Walt Wendolowski and working on zoning, rezoning for multi-family, lot sizes.

Mayor Potter explained that City Hall is short staffed right now and to reach out to the Interim City Administrator Greg Graven or Kim Steele.

Jason Wofford

Expressed concerns regarding grease traps. A lot of grease is in the system that they are constantly having to remove. He requested that the City adopt a grease trap ordinance. Ken said he will be calling Kim Steele regarding that.

Water Advisor Committee

Brian Jensen

Updates from meeting from Jason Wofford, ODFW Oregon Department of Fish & Wildlife, and AKS Engineering & Forestry regarding the conversation to move forward with a rock weir opposed to the log jam.

Conversation about the Merkley Grant and grant study, future Development and what grants are needed. Plans for CIT projects with studies done to be ready to apply for grants when available.

Consider funding in the 2023-2024 budget for planning to be prepared for grants. Would like to have a meeting and town hall to discuss water rate study.

Jason Wofford

Provided an update with ODFW Oregon Department of Fish & Wildlife and AKS Engineering & Forestry LLC who are working on the rock weir project. They are all saying a rock weir is better for the fish habitat.

Jason talked about expanding horizontally with water project. He feels it is a better choice moving forward for compliance.

Jason did an overlook of the intake and water treatment plant.

Yamhill Downtown Association

No representation

Yamhill Neighborhood Association

Bob Davis

Spoke on upcoming Disaster Preparedness Class for the Elderly, Disabled and Low-income CERT training. He has been attending classes and hosting a CERT on March 25, 2023 2:00 PM at the Yamhill Methodist Church. Request to have the flier posted on the city website, which was done on 03/09/2023.

Bob is working with the Yamhill Fire Protection District on Disaster preparedness first aid training to be scheduled April.

Wants to work with someone on a “Mass Shooting” preparedness training. Greg Graven spoke with Bob about having the Yamhill Police Department assist and present our Critical Incident Plan. Bob advised he is on budget committee asking city officials when will a budget chairperson be selected.

He asked if the water analysis report done? Jason answered that the water rate study will be done at the end of the month.

5. NEW BUSINESS:

- A. Interim City Administrator Greg Graven spoke on adopting Resolution No. R-804, A Resolution an Intergovernmental Agreement Between the City of Yamhill and Lori Coukoulis as the Interim Municipal Court Judge.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin

Ayes: Corrigan, Echaury, Potter, Hedin, and Askey

Nays: None

The motion carried.

- B. Interim City Administrator Greg Graven spoke on Project Initiative 23-C-2 – Delinquent Water Payment Processes. This project is to establish a process for City of Yamhill Water Users who are delinquent on their water payment to the City of Yamhill.

And for authorization from City Council to close out Water User Accounts on users who are delinquent on their water payment who have not paid for the past ten years.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None
The motion carried.

- C. Interim City Administrator Greg Graven spoke on Project Initiative 23-CH-2 – Delinquent UTC Uniform Traffic Citation Payments. This project is to establish a protocol for the City of Yamhill Municipal Court UTC’s categorized as delinquent payments for 10 or more years.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried.

- D. Interim City Administrator Greg Graven spoke on Project Initiative 23-C-6 – Update Current Master Fee Schedule. Update Current City of Yamhill Master Fee Schedule for the City, Planning & Land Use Filing Fees.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried.

- E. Interim City Administrator Greg Graven spoke on Project Initiative 23-C-7 – Contract Services for Consulting on Grant Funding/Writing. Contracting for Consulting on Grant Funding with Arthur Chaput of Business Oregon and Grant Writing with Silas Lobnibe of Mid-Willamette Valley Council of Government.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried.

6. CONSENT AGENDA: (*The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.*)

- A. Financial Statement July 2022 – to Current

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin

Ayes: Corrigan, Echaury, Potter, Hedin, and Askey

Nays: None

The motion carried.

7. DEPARTMENT REPORTS:

A. Administration

Interim City Administrator Greg Graven spoke on request to change the hours of City Hall to Monday through Thursday 10:00 AM to 5:00 PM, effective Monday March 13, 2023.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin

Ayes: Corrigan, Echaury, Potter, Hedin, and Askey

Nays: None

The motion carried. Mayor Potter requested posting of new City Hall hours on water billing.

Interim City Administrator Greg Graven spoke on request for immediate assistance in City Hall due to being short staffed with one FTE. And a conversation he had with an ex-employee who would be willing to come in to assist due to the workload. Greg Graven is requesting a second FTE and of a conversation he had with Ross Schultz regarding establishing a contract up to six months with Ross as the Interim City Administrator.

There was a discussion of the terms of the contract and working with legal to draft a MOU for Ross Schultz.

Greg Graven and Mayor Potter discussed Ross' request of:

1. Length of contract - Six months. Contract can be terminated at any time by written notice from City Rep. (the Mayor) and by Ross with 2 weeks' notice.
2. City will add Ross to their insurance for errors or omissions.
3. Ross will discharge City Administrator duties as described in the City Charter.
4. Ross will remote work where possible and work to minimize his time on site in Yamhill. Time to be scheduled between (Greg Graven or Mayor).
5. Ross will charge a rate of \$100 per hour spent on City Business. And will review his hours with (Greg Graven or Mayor) on a weekly basis. Both actual and forecast. If Ross is required to spend the night in Yamhill, he would like to be reimbursed for a hotel and for all travel for work he does on Yamhill's be half, with reimbursement at current IRS rates.
6. All financial work Ross completes for the Budget Tasks as outlined in Phase II of the IGA

between Yamhill and LCOG which will be reported and billed by LCOG as is currently established.

7. Ross will continue the recruitment of a fulltime City Administrator as required as an LCOG representative.

City Council requested to have an Executive Session on March 13, 2023 at 4:30 PM to discuss the appointment of Ross Schultz as the Interim City Administrator and the hiring of an FTE for City Hall.

Roll Call: Motion introduced by Marci Hedin second by Kay Echaury

Ayes: Corrigan, Echaury, Potter, Hedin, and Askey

Nays: None

B. Police

Chief of Police Greg Graven spoke on how effective the communication is going between staff and City Council. He expressed his appreciation on how all staff have stepped up to fill in and assist with the job duties that are required.

Chief Grave spoke about Corporal Van Cleave continuing to attend leadership training at DPSST.

Chief Graven spoke about Corporal Van Cleave and Officer Miller's involvement with YPD's Critical Incident Plan, working with the Yamhill Carlton School District, Yamhill Fire Protection District for several years, training together and conducting scenario based training at the schools. He offered to provide training for YNA in conjunction with their Disaster Preparedness Class.

C. Public Works

Facilities Manager Jason Wofford spoke on the Kamstrup water meters project and reported that all of the water meters have been changed out and now being radio read and they are mapped out for an automated read. He advised they are still working on changing out the master water meters with only four left to change out.

Jason spoke about the water plant being on battery backup generator during the storm we had two weeks ago and that Kyle Adams was able to work through the storm without any issues. He spoke on the importance of having a good emergency plan that has been implemented at the water treatment plant.

Jason is working on an automated system with backup at the water treatment plant. As well as a backup pump and motors for water treatment plant.

Jason provided an update to the wastewater system and that they are working with Automation Group for a XIO system set up.

Jason expressed concern regarding discovering a lot of grease in the waste water system and he explained the challenges with the process for the removal of the grease. He requested to have an ordinance in place and referenced the Ordinance the City of Newberg has.

Jason said he has been working with contract services to have agreements in place and provide an example of when a subdivision goes in having a contract agreement to work from and will be working with AKS Engineering & Forestry LLC on this with the new subdivision.

Jason talked about a few big projects they are working on including working with Delta Inc. on the water filter system, replacing the filter media. He does not feel replacing the filters will affect water shut off in town. He is currently doing some testing to see if there will be any mechanical issues to avoid having to shut off water.

Jason reported that Kyle is looking at chemical costs for next year and they are checking on replacement of the man holes.

Jason expressed the importance of the Merkley Grant in collaboration with the city of Carlton, McMinnville, and Hillsboro with the intertie project.

D. Mayor Comments

Mayor Potter read a Proclamation for Yamhill's Support of Child Abuse Prevention Month for April 2023.

8. TO DO'S:

Jason requested to have a special work session with City Council, Tim Tice of OAWU Oregon Association of Water Utilities, and the Yamhill Water Advisory Committee for discussion of the Yamhill Water Rate Study and to schedule a town hall for further discussion. The special work session was scheduled for Monday March 20, 2023 at 4:30 PM.

9. INFORMATION/ANNOUNCEMENTS

- A. First Friday Council Meet and Greet – April 7, 2023, 4:30 PM – Council President Kay Echaury and Councilor Hedin.
- B. Next City Council Meeting – April 12, 2023, 7:00 pm
- C. Next Planning Commission Meeting – March 22, 2023, 7:00 PM
- D. Next Water Advisory Committee Meeting – March 28, 2023, 3:00 PM
- E. Mayor Potter spoke about a luncheon invite flier from Carlton Farms.
- F. Mayor Potter introduced audience member Commissioner Kit Johnston.
- G. Planning committee meeting townhall on March 22nd, 2023 cancelled with an undetermined reschedule date. Greg Graven and Kim Steele will be working with Walt Wendolowski on a reschedule date.

10. ADJOURNMENT :

Motion to adjourn by Council President Kay Echaury.
The motion carried by unanimous vote.

Meeting adjourned at 9:19 PM

Respectfully submitted,



Yvette Potter
Mayor, City of Yamhill

ATTEST:

Greg Graven, Interim City Administrator/Chief of Police
Interim City Recorder/Evidence Technician/Records
Specialist/Fleet Manager