



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING**  
**Council Chambers – 155 E 1<sup>st</sup> Street**  
**Wednesday, March 11, 2020 7:00 P.M.**  
**MINUTES**

## **REGULAR MEETING**

**1. CALL TO ORDER:** Roll Call

The meeting was called to order by Mayor Potter at 7:03PM

**Present:** Mayor Potter and Councilors, Disbrow, Echauri and Askey

**Excused Absence:** Councilor M. Gilmore

**Staff present:** City Recorder Gilmore, Interim-Superintendent Malis, Chief Graven  
Attorney Walt Gowell

**2. FLAG SALUTE:**

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

**3. PUBLIC COMMENT:**

Rocky Losli of Yamhill, commented that in January of 2020 he had a discussion with Mayor Potter regarding the School District Property that was recently sold and will be developed for residential housing. Losli reiterated that there is a current agreement between the School District, City of Yamhill and the Yamhill Fire District that there will be a fire flow requirement for all new construction and sprinkler systems will be required if the fire flow cannot be met. Losli also commented that the City has considered the purchase of property that is .42 acres for a location of a new City Hall and Losli indicated that a .75-acre parcel could be a better option and he would be available to discuss if the City has an interest in this information.

Kara Webber and Amy Brewer of Yamhill, representing the Yamhill Downtown Association, reported that the second annual Beverly Cleary Day in Yamhill will be on April 11, 2020 with posters and information being distributed in the next few days. The focus of the event will include children's literature and local authors and illustrators are invited.

The second annual Earth-Day Cleanup is scheduled for April 18, 2020 with detailed information to be distributed soon.

**4. PRESENTATIONS & APPOINTMENTS:**

- A. Submission of HGTV Small Town Takeover Contest Application-Kimberly Howell.

Kimberly Howell of Yamhill recently submitted an application and video presentation to the “HGTV Hometown Takeover” to enter Yamhill in the upcoming TV series. The series will provide renovation of entire small towns. HGTV will travel throughout the United States for the upcoming series “Hometown Takeover,” helping residents revitalize their communities. Howell shared the submitted video that provided a presentation of our community that has a rich history and was once a thriving town, that is now in desperate need of revitalization.

- B. Yamhill Downtown Association HGTV video presentation.

Amy Brewer and Kara Webber of Yamhill also recently submitted an application and video presentation to the “HGTV Hometown Takeover” to enter Yamhill in the upcoming TV series, and shared the submitted video. The Council and citizens were impressed with the submissions and are excited for an opportunity to be part of the HGTV contest.

- C. Yamhill County Transit, 2020-2021 funding request, Cynthia Thompson, Transit Manager.

A letter was received from Cynthia Thompson, Transit Manager requested support from the City of Yamhill in the amount of \$3,665.00 for the 2020/2021 fiscal year. YCT Provides nearly 300,000 rides to Yamhill County residents and visitors every year. YCT Is identifying appropriate and feasible local funding solutions to maintain current service levels and make improvements outlined in the Transit Development Plan. The City of Yamhill is part of the transit district and our contribution is essential to ensure YCT can continue to provide service in Yamhill and throughout the district. Mayor Potter commented that all community donation requests will be reviewed by the Budget Committee at the May 11, 2020 budget meeting.

**5. UNFINISHED BUSINESS:**

- A. Discuss and approve amended property easements for water transmission line project.

Continued from the January 15, 2020 Council meeting where council approved the proposed option to obtain easement agreements from three property owners along the Pike Road water transmission line project in exchange for the City allowing four outside water services and include installation when future service is requested, as well as approving waiving the SDC fees for the future water service of the four approved services. It was noted that approval would lift the moratorium on these specific property owners as the City of Yamhill reserves the right to grant access to city water service to properties located outside the Yamhill municipal boundaries in exchange for easement or other property rights beneficial to the City. The outside water service agreement also states the area to be served will agree to annexation to the City of Yamhill at the option

of the City of Yamhill under then existing laws pertaining to annexation in the State of Oregon.

Malis reported that the agreements will not require the City to replant any trees that will need to be removed in the easement areas. AKS Engineering has personally received a verbal agreement from each property owner and Attorney Gowell is finalizing the formal contract easement agreements for signatures and recording.

The transmission line project is considered to be on schedule at this time.

Motion by Potter, seconded by Disbrow to approve amended property easements for water transmission line project and authorize Mayor Potter to execute contracts.

Roll call: Ayes: Potter, Askey, Disbrow and Echauri  
Nays: None

The motion carried.

B. Consider approving a Library Desk in Yamhill – Wesley Brewer.

At the February 12, 2020 Council meeting, Wesley Brewer, a senior at Yamhill/Carlton High School requested during Public Comment, to set up a small library in town as part of his senior project.

Brewer is currently looking for funding and donations such as books, shelves and a desk. He will also be writing to local authors for donations. After considering several areas in Yamhill, Brewer would like approval to locate the library area in the back corner of the Council Chambers and planned to have volunteers' man the library. There was discussion regarding the hours of operation, and it was noted that the chambers are not open to the public during business hours but would need to be unlocked and locked by staff. It was also noted that at times the chambers are used for staff meetings, Municipal Court, Traffic School and citizens can reserve the area for special events. Some of the volunteers would be students, who would be running the library during after school hours, and a possible book return area might be located near the outside entrance door. Mayor Potter recommended Brewer get specific details for planned days and times and discuss with City Staff before moving forward. The senior project deadline is April 17, 2020, and Potter would like a decision to made within the next week.

**6. ORDINANCES:**

**FIRST READING:**

A. None Scheduled

**SECOND READING:**

A. None Scheduled

**7. NEW BUSINESS:**

A. Consider approving and signing one-year extension contract with Bretthauer Oil Company.

We have a contract with Bretthauer Oil Company that will need to be renewed by July 1, 2020. There is an additional addendum that was provided that would need to be signed as well as an extension to the original contract.

Fire District Chief Jensen met with a Bretthauer Oil Co. representative on Monday, and feels there should be two addendums, not one, as they are combining cardlock services and fuel services as well as requiring the City to have cardlock equipment in place at the captive site location. Jensen does not feel the wording in the contract is sufficient and recommends having additional discussions for clarifications with Bretthauer before signing the contract. Council consensus is to table the agenda item until the April meeting when Chief Jensen will return with additional information.

**8. CONSENT AGENDA:**

- A. Approve Council Minutes
  - (1) Regular Session February 12, 2020
- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO # 20-040 Accu-Tech Automotive - \$830.61 – Vehicle Repair- PD
  - (2) PO # 20-041 Blue Line Electric - \$1,981,.20 -Emergency Repair Wastewater Treatment Plant.
  - (3) PO # 20-042 Accu-Tech Automotive - \$541.43- Vehicle Repair-PD
  - (4) PO # 20-043 Accu-Tech Automotive-\$2,238.28-Vehicle Repair-PD

Motion by Echaury, seconded by Potter, to approve the Consent Agenda as presented.

Roll call: Ayes: Potter, Disbrow, Echaury and Askey  
Nays: None

The motion carried.

**9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:**

- A. Police Review– Graven – Monthly report in packets

Chief Graven stated that it has been a busy month but has gone well. Graven expressed the month of April is National Child Abuse Prevention Month, a month-long campaign to promote awareness about child abuse and neglect using “Pinwheels for Prevention”. Graven reported that effective February 28, 2020, Reserve Officer David Thiems has Resigned. The resignation is due to Thiems having a busy personal business that he would not be able to commit to enough required reserve hours.

- B. Public Works Review –

- (1) Probationary performance review of Kyle Adams, Utility Worker I.

Malis reported that the six-month performance evaluation is complete for Kyle Adams, Utility Worker I and feels he is doing a great job, exceeds expectations and would like to strongly recommend a 10% salary adjustment increase for Adams. Mayor Potter responded that 10% may be excessive until the current budget can be reviewed. Discussion continued that possibly a 5% salary increase be recommended until such time that Adams obtains his Water Distribution 1 certification.

Echauri made motion, seconded by Askey to approve 5% total salary increase for Kyle Adams, Utility Worker I, effective retroactive February 9<sup>th</sup> for the February 22, 2020 pay period.

Roll call: Ayes: Potter, Disbrow, Echauri and Askey  
Nays: None

The motion carried.

Malis reported that because of the uncertainty of the current events, (Corona Virus) he has placed a large order for the needed chemicals to run both plants that will arrive Monday. Two large dead Oak trees have been removed at Beulah Park for safety and several tree stumps have also been removed. The sludge removal at the Water Plant Sed-Basin is almost complete, with about 1-foot remaining. When Malis took over the position, there was approximately 11-feet of sludge in the basin which should have never been allowed.

Malis is scheduling testing for his Treatment III Certificate that will also include a filter endorsement. In the interim, Ben Unger, with the City of St. Paul is listed as the City of Yamhill's DRC (Direct Responsible Contact) and Malis is the St. Paul DRC when Unger is unavailable as Malis has the sufficient Certificates for their requirements.

#### C. Mayor/Administration Review-

Gilmore reported that Melissa Von, the Administrative Clerk has given her two-week notice, effective March 19, 2020. Gilmore indicated that she may hire a part-time temporary employee in the interim with Council's approval before moving forward with the hiring process for a full-time permanent. It may be better to wait until the next Fiscal Year Budget is drafted before any further decisions are made.

Gilmore also reported that she has been in contact with a developer who will be closing on the purchase of the 12-acre VanDyke property located to the East of Beulah Park, and plans to submit the land use applications near the beginning of 2021. Staff had met for a pre-application meeting with this developer on January 15, 2020.

#### D. Council Review

There was discussion regarding the City Caucus that will be held at the July 8, 2020 meeting and it was noted that the Mayor and Councilor Askey and Disbrow's terms will be up for election in November 2020. Mayor Potter indicated that she will run for re-election and both Askey and Disbrow have not decided.

#### E. Emergency Preparedness Review-

Councilor Disbrow reported that the next E.O.C. workgroup meeting is scheduled for Friday, April 3, 2020 @ 9:00am.

Disbrow has been in contact with Agility Recovery, which is a benefit with our CIS Insurance, that offers access to disaster recovery solutions, could bring re-locatable office space to the City in the case of an emergency. Agility can also offer emergency generator service to the City, as well as other emergency services.

Disbrow has been asked by the Mayor to set-up a meeting with the Yamhill Community Club concerning Beulah Park, based on a recommendation in the City's 20-year Park Master Plan that the relationship between the City and the Community Club be formalized.

**10. INFORMATION/ANNOUNCEMENTS:**

- A. Budget Committee work session, Monday, April 6, 2020 6:30PM. City Council Chambers, 155 E. 1<sup>st</sup> Street.
- B. Statement of Economic Interest, required by the Oregon Government Ethics Committee (OGEC) must be received electronically by April 15, 2020. If you have any questions contact them at 503-378-5105
- C. Vacancies:  
Budget Committee - 1 member- Applications are available at City Hall.

**11. ADJOURNMENT: 8:55PM**

Motion by Echaury that the meeting adjourn at 8:55PM.

The motion carried by unanimous vote.  
Respectfully submitted,

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Yvette Potter  
Mayor, City of Yamhill

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ATTEST:  
Lori Gilmore, City Recorder