



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING**  
**Council Chambers – 155 E 1<sup>st</sup> Street**  
**Wednesday, April 8, 2020 7:00 P.M.**  
**MINUTES**

**THIS MEETING WILL BE A TELECONFERENCE MEETING**

**REGULAR MEETING / PUBLIC HEARING**

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

Mayor Yvette Potter called the meeting to order at 7:04PM via the Teleconference.

Present by Teleconference: Mayor Yvette Potter, Councilors; Kay Echauri, Jay Disbrow and Tim Askey.

Present: Councilor Morgann Gilmore

Staff Present: Lori Gilmore- Treasurer/City Recorder

Staff Present by Teleconference: Greg Graven, Police Chief

Excused Absence: Bernard Malis- Public Works Interim Superintendent

**2. FLAG SALUTE:**

No Flag Salute – due to Teleconference.

**3. PUBLIC HEARING:**

- A.** Public Hearing on a proposed Supplemental Budget on the 2019-2020 Fiscal Year Budget.

Mayor Potter opened the public hearing and asked for testimony.

There were no public comments received and no public were in attendance through the teleconference.

Mayor Potter asked for any comments concerning the budget. None Received.

Potter closed the public hearing at 7:08PM.

- B.** Following closure of the public hearing, consider the following item related to the 2019-2020 Fiscal Year Budget.

- (1) Resolution R-769 -adopting a supplemental budget for the Fiscal Year ending June 30, 2020.

Treasurer Gilmore provided a staff report recommending authorizing transfers in the General Fund, Police Department for Radio appropriations and reduce the transfer to the City Hall Reserve Fund by \$100,000.00.

Motion by Disbrow, seconded by Echaury, to adopt Resolution No. R-769 adopting a Supplemental Budget for the Fiscal Year ending June 30, 2020.

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

The motion carried.

**RESOLUTION NO. R-769**  
**A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ADOPTING A  
SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2020.**

**REGULAR MEETING**

4. **PUBLIC COMMENT:** Anyone wishing to speak publicly during this Teleconference Meeting, was advised to send an email with the topic and a brief overview at least 2 days prior to the meeting date to: [l.gilmore@cityofyamhill.org](mailto:l.gilmore@cityofyamhill.org), or call 503-662-3511.  
- None Received.
5. **PRESENTATIONS & APPOINTMENTS:**
  - A. None Scheduled.
6. **UNFINISHED BUSINESS:**
  - A. Consider approving and signing one-year extension contract with Bretthauer Oil Company.

Continued from the March 11, 2020 Council Meeting. The contract with Bretthauer Oil Company 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, and felt 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. Council consensus was to table the agenda item until the April meeting when Chief Jensen will return with additional information.

A revised Addendum to the contract has now been provided and the captive site location verbiage has been removed. Jensen commented that the Fire District's legal counsel reviewed the contract and Jensen recommends that the City Council approve the signing of the contract with the new revised addendum for the City.

Motion by Disbrow, seconded by Echaury, to approve the addendum to the contract for Bretthauer Oil and authorize Mayor Potter to execute contract.

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

The motion carried.

7. **ORDINANCES:**  
**FIRST READING:**

A. None Scheduled

**SECOND READING:**

A. None Scheduled

8. **NEW BUSINESS:**

A. Consider application to fill the vacant Budget Committee Position.  
(Term expires 12/31/2022)

Chief Graven questioned if there could be any conflict for the Fire District Chief to also be a City Budget Committee member when assisting with or partnering with grant applications. It was determined that the Council is the authorizing approver for all grants submitted for the City and the Budget Committee does not have that authority, so no conflict would exist.

Motion by Disbrow, seconded by Echaury, to approve the appointment of Brian Jensen to the Budget Committee Position, term expiring 12/31/2022.

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

The motion carried.

B. Consider Resolution No. R-770, a resolution of the City of Yamhill  
Ratifying the Declaration of State of Emergency signed March 18, 2020.

Motion by Echaury, seconded by Disbrow, to approve Resolution No. R-770, a resolution of the City of Yamhill Ratifying the Declaration of State of Emergency signed March 18, 2020.

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

The motion carried.

**RESOLUTION NO. R-770**

**A Resolution for City of Yamhill, Oregon Ratifying the Declaration of State of  
Emergency signed by Mayor Yvette Potter on March 18, 2020.**

9. **CONSENT AGENDA:**

- A. Approve Council Minutes  
(1) Regular Session March 11, 2020
- B. Financial Statements

- C. Approve the following Purchase Order:
- (1) PO # 20-044 C.F. Laughlin Logging-\$1,550.00-Tree Removal
  - (2) PO # 20-045 Accu-Tech Automotive-\$1,571.87-Vehicle Repair-PW
  - (3) PO # 20-046 Star Cars - \$ 853.40 – Mobile Radio Install.- PD
  - (4) PO # 20-047 Camtronics, Inc.- \$11,055.00 – WTP SCADA

Gilmore stated for the record, PO #20-047 - \$11,055.00 – Camtronics, Inc, was added to the agenda after the packets were distributed and should be reviewed before voting on the consent agenda.

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

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

The motion carried.

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

A. Police Review– Graven – Monthly report in packets  
Chief Graven reported that the new Police Portable Radios are working great, a mobile radio is installed in his car and is also working great. Graven reported that the Police Department is conducting business as usual and provided the monthly report, with not too many changes affecting the department. The department is practicing the safe distancing and limiting contact to ensure the safety of officers as well as the public.

- (1) COVID-19 Timeline of Events information for the Yamhill Police Department was provided.

B. Public Works Review –  
Bernard Malis was not in attendance.

- (1) Review and approve Public Works Job Description.

This agenda item will be tabled until next month.

C. Mayor/Administration Review-  
Gilmore reported that routine operations are moving smoothly at City Hall, and residents are understanding the need to close to the public at this time, with no complaints being received. Residents are able to contact us on the phone and we also will make appointments if necessary, for a one-on-one meeting. Currently utility payments can be made over the phone, submitted through the front door mail slot, or can still be mailed. This process is also available for Court payments and the monthly Municipal Court has been postponed until further notice.

Continued from the March 11, 2020 Council meeting, consideration to approve a High School student request for a library to be located in the Yamhill Council Chambers. From the March meeting, Mayor Potter recommended Wesley Brewer provide specific details for planned days and times and discuss with City Staff before moving forward.

Gilmore reported that information was received from Brewer requesting the library to be open from 12:30pm – 5:00pm, Monday, Wednesday and Thursday's. An email was sent to all Council members on April 7, 2020 asking for a vote by email that would be read into the record at the April 8, 2020 Council Meeting. The vote was 5 Ayes and 0 Nays, to approve the request if staff had no conflict or challenges with the schedule. Consensus was to approve the hours from 12:30pm – 4:pm on the requested days and require a back-up plan for maintaining the library if no volunteers are available.

D. Council Review

None Received.

E. Emergency Preparedness Review

Brian Jensen will be facilitating a virtual Zoom meeting for this month's E.O.C. workgroup meeting on Friday, April 10, 2020 @ 9:00am.

**11. INFORMATION/ANNOUNCEMENTS:**

- A. Budget Committee Meeting, Monday, May 11, 2020 6:30PM.
- 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

**12. ADJOURNMENT: 7:40PM**

Motion by Echauri that the meeting adjourn at 7:40PM.

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