



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING**  
**Wednesday, April 12, 2023, 7:00 PM**  
**MINUTES**

**REGULAR MEETING**

**1. CALL TO ORDER: 7:04 PM**

Roll Call

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

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator; Jason Wofford Facility Manager; Kyle Adams Public Works and Kim Steele City Clerk/Court Clerk/Interim Finance & Admin Service Director.

**2. FLAG SALUTE:**

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

**3. PUBLIC COMMENT:**

Jay Disbrow

Jay expressed concern regarding the City Council agenda and packets not being posted on the City webpage for review. Chief Greg Graven later responded informing that the City webpage is hosted through WordPress and is working with IT to resolve the limited space causing documents to drop off from the webpage.

Robert Davis

Robert repeated Jay Disbrow's concern regarding the City Council agenda and packets not being posted on the City webpage for review.

Patty Pairan

Patty addressed the speed study with the radar trailer that Chief Greg Graven presented during the January City Council Meeting. Patty explained that she spoke with representative from the Yamhill County Sheriff's Office who informed her that the radar trailer documents average speeds in five minute intervals. Patty referenced numbers from the speed study document and expressed a concern that vehicles are constantly speeding on Maple Street/Hwy 47. Patty said that there is a speeding problem in Yamhill and mentioned a traffic crash that occurred earlier today.

Chief Greg Graven later responded to Patty's concerns, explaining that the speed study that Patty was referencing identifies in the study that the numbers are average MPH Speeds in Five Minute Intervals and advised that he has never stated that there is not a

speeding concern in Yamhill and is always open to suggestions on a remedy to reduce vehicles from speeding.

Chief Graven explained that the motor vehicle crash that occurred earlier today was intersection related and was not speed related.

Rocky Losli

Rocky spoke on his concerns with the (SDC Fees) System Development Charges and explained that he feels the SDC situation should be a “state of emergency.” Rocky said he is aware that AKS Engineering and Forestry is conducting a study and he would like to form a group to discuss his concerns regarding the SDC’s and make recommendations to City Council.

Cynthia Thompson – Yamhill County Transit Manager

Cynthia introduced herself and spoke on the city’s Appendix G Transportation Policy Plan (TSP) Tentative Selected Plan being outdated by twenty years and in need of being updated.

**4. PRESENTATIONS:**

Planning Commission

Ken Moore

Ken reported updates on the Planning Commission meeting explaining that the Planning Commission Public Hearing on DR 23-01, Application for a Design Review to construct a service station and convenience store on property located at 210 South Maple Street, Yamhill that was scheduled for April 5, 2023 was rescheduled to April 13, 2023 due to Walt Wendolowski being unavailable.

Ken provided information during discussion of the Planning Commission on economic development and conversation on forming an Economic Development Committee to include involvement by the Yamhill Downtown Association. Ken advised he has been speaking with Jenny Morrison and Kara Weber of the Yamhill Downtown Association and Robert Davis (YNA) Yamhill Neighborhood Association and they are interested in working with the Planning Commission on being a part of a committee.

Ken spoke about Chief Greg Graven’s Project Initiative - 23 – C-1. The City of Yamhill Oregon as a designated Historic District.

Designating the Yamhill Planning Commission oversight to establish the City of Yamhill as a Historic District with City Council approval authorizing the City of Yamhill Planning Commission to be appointed authority to conduct research on the City of Yamhill Oregon as a designated Historic District. Ken advised he has been speaking with Robert Davis (YNA) Yamhill Neighborhood Association and they are interested in working with the Planning Commission on the project initiative.

Ken spoke about the idea to have the Yamhill Downtown Association involved as a non-profit organization as well as having volunteer’s and members of the Oregon Main Street Network with intentions of seeking out the availability of grants for economic development. Ken spoke with Kara Weber who will be speaking with people of interest. YNA Robert Davis will be involved and working with the Yamhill Downtown Association.

Ken explained that in speaking with Kara Weber they have a vision to work towards with economic development.

Ken explained that he feels that the City of Yamhill needs a fulltime City Manager who has the authority and the background to help create a vision.

Mayor Potter introduced Ross Schultz as the Interim City Administrator, who has been contracted by the city to hire a fulltime City Administrator.

### **Water Advisory Committee**

Brian Jensen

Brian reported that on March 28, 2023 the Water Advisory Committee met with members of the Water Districts to discuss the water rates and general Water District concerns.

Brian said that the Water Advisory Committee does not have any recommendations regarding the water rates at this time due to having questions that they still need to have answered. Brian reported that the Water Advisory Committee has submitted a few questions to Ross Schultz for clarification.

Brian reported he met with Jason Wofford and the committee members would like to meet with Tim Tice of Oregon Association of Water Utilities for clarification on some questions they have after reviewing Tim's water rate study that Tim presented prior to reporting back to City Council.

Brian advised that the Water Advisory Committee's next meeting will be on April 25, 2023 at 3:00 PM.

Mayor Potter inquired with Brian if representatives from the Water Districts had any concerns with the water rates. Brian advised that they have questions on the things that need to be fine-tuned prior to providing answers with better recommendations.

Jason Wofford advised the Kim provided Tim Tice with updated information with the new Kamstrup water meters that will allow more accurate numbers.

Yamhill Downtown Association

No representation.

(YNA) Yamhill Neighborhood Association

Robert Davis

Robert reported that YNA is hosting a training on Disaster Preparedness for "Mass Shooting" that is scheduled at the Yamhill Methodist Church 195 South Laurel Street in Yamhill at 2:00 PM on April 22, 2023. Yamhill Police Officer AJ Miller will be presenting. Robert advised there will also be a presentation on Run Hide Fight.

Robert said that YNA is looking at scheduling a Disaster Medical Class next month and will provide updates on the date and time when scheduled.

Robert requested to have information on the (CIP) Capital Improvement Plan placed on the city website to include what the CIP money is going towards with the job completion dates.

Robert requested to have the city schedule a business meeting to report on the status of the CIP.

Rebert said he wanted to remind City Council that they needed to provide updates on the

Housing Capacity Analysis inquiring if it has been completed and indicated that it should be.

Chief Graven later answered that city staff are currently working on Project Initiatives and will be providing those documents to with the information and the answer to questions being presented.

**5. UNFINISHED BUSINESS:**

Jason Wofford

Jason provided an update on the 3 Cross Valves project advising he met with John Christianson of AKS Engineering and Forestry regarding the 3 Cross Valves project that will be taking place on Hwy 240. Jason reported that the project start date will be in 2024 and he has included the project in the 2023-2024 budget. Jason explained his intentions in the project are to minimize the amount of user being without water during the project by providing isolation points replacements and back up in an effort to reduce the timeline of shutting off the water to users.

Jason provided an update on the (RFP) Request for Proposal on the Third Street Water Project. Jason said that the survey has been completed with rough numbers with AKS Engineering and Forestry with a start date in December of 2023. Jason will be using AKS to start the project with the infrastructure. Jason will be putting the project out for bid and is including the project in the 2023-2024 budget at this time.

Ross Schultz

Ross introduced the budget calendar for the 2023-2024 budget process and provided the calendar timelines.

March 17, 2023	Budget rolled and beginning balance.
March 22, 2023	Post Notice for Budget Committee Meeting.
March 27, 2023	All Budget Numbers ready and entered.
April 3, 2023	Budget Committee No Numbers Meeting. Post First Budget meeting notice.
April 5, 2023	Second Budget meeting notice. Proposed Budget documents 90%.
April 12, 2023	Council Meeting. Appoint Budget Officer. Ross Schultz.
April 14, 2023	Budget Document distributed to Budget Committee.
April 19, 2023	First Budget Committee Meeting. Budget Message. Proposed Budget. Budget on line. Hear the public. Announce second meeting.
April 26, 2023	Second Budget Committee Meeting – Tentative. Hear the public. Adopt set taxes.
May 3, 2023	Approved Budget Ready. Distribute to Council.

	Available for review.
	Posted on line.
	Published with notice.
May 10, 2023	City Council Meeting.
	Public hearing for approved Budget.
May 17, 2023	Resolutions ready for taxes, Appropriations etc.
June 14, 2023	City Council Adopt Budget
June 30, 2023	LB Forms Complete
July 10, 2023	File LB Forms

**6. NEW BUSINESS:**

Appoint Ross Schultz as Budget Officer for the 2023-2024 budget.

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

B. Back Up Generator for Reservoir – Jason Wofford  
 Jason reported Public Works is working on getting a backup generator for the Telemetry at the water treatment plant. Jason explained the Telemetry sends a signal and notification when it is activated. The purchase options are through GPeck.

C. 23-YPD-5 YPD Accreditation - Yamhill Police Department Accreditation  
 Greg Graven  
 Chief Graven reported that the Yamhill Police Department started a project initiative for Accreditation for his agency and will be working with the Oregon Accreditation Alliance for Accreditation of the Yamhill Police Department.  
 He appointed Corporal Travis Van Cleave and Officer AJ Miller with the project.  
 Chief Graven provided further details on what the accreditations process entails and the timelines of the project.

**7. CONSENT AGENDA:**

Financial Statement to current  
 Ross Schultz requested approval of the contract as prepared in Executive session on April 12, 2023.

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

Approval of Council Minutes  
 Regular Session- March 8, 2023

Roll Call: Motion introduced by Marci Hedin second by Shea Corrigan

Ayes: Askey, Corrigan, Echaury, Potter, and Hedin  
Nays: None

City Council Special Meeting Water Study – March 20, 2023

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

Water Advisory Committee – March 28, 2023

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

**8. DEPARTMENT REPORTS:**

A. Administration

Ross Schultz

Ross provided an updated report advising he has been splitting his time between budget and working on grants. Ross spoke with Shannon, City of Carlton City Manager.

B. Police

Greg Graven

Chief Graven inquired if there were any questions regarding his monthly report and the City Council did not have any questions regarding the report. Ross Schultz stated he wanted to point out that Chief Graven worked 251 hours during the month of April and there was appreciation by council for the hours worked.

Chief Graven spoke about Henderson House with April being Sexual Assault Awareness Month and Juliette's House with April being Child Abuse Prevention Month.

Chief Graven advised that was the purpose of the pinwheels and ribbons that have been placed around the city and that he will be looking into teal color ribbons to place in recognition of Sexual Assault Awareness Month.

C. Public Works

Jason Wofford

Jason introduced Cynthia Thompson who is the Yamhill County Transit Manager and he spoke on the Transit Development plan advising the System Development was adopted in 2018.

Jason and Cynthia addressed that there are requirements for the city to have a transportation system plan advising that Yamhill has been a part of the district since 2007. Cynthia stated that Ken Moore served on the Yamhill County Transit committee for

several years. It was reported that the city's TSP plan is 20 years outdated and needs to be updated.

#### Operations

Jason reported he is generating a design with AKS Engineering and Forestry with a cost of about \$60,000.00 for the storm water issues on Main Street and Cedar Street. Jason reported that he will be working the project into the 2023-2024 budget.

Jason and Kyle Adams provided a report that the water treatment plant is currently producing 420 gallons per minute with the Affluent at 200,000 gallons a minute.

Jason reported that the PLC is cleaned up as well as Ellie's Garden with the alarm issues now resolved.

Jason will be phasing in the Juniper Street and First Street project with up updated lines and the transition off of Hemlock Street. The offsite collection work boring and bursting from Hemlock Street to Beulah Park starting within the next two weeks.

Jason has been working on bids for security cameras at Beulah Park with a bid from DND Electrical Contractors.

Jason reported that Tim Tice of Oregon Association of Water Utilities and staff including Jason Wofford, Kyle Adams, Ross Schultz, Greg Graven, and Kim Steele had a meeting yesterday to further discuss the water rate to study.

Jason has been getting Beulah Park ready for events taking place for the Easter weekend. Jason provided a recommendation to City Council to have the SDC's System Development Charges to go up 3% which is currently at 16.5.

Kim Steele provided input that the SDC have already increased on January 1, 2023.

Chief Greg Graven provided input regarding Project Initiative 23 – C-3 Update Current City of Yamhill Master Fee Schedule that he completed on January 26, 2023 has been with city legal and he hasn't heard anything back from them. Chief Graven advised he will be presenting this project initiative to City Council at the May City Council Meeting.

Mayor Yvette Potter inquired with Public Works regarding the rain water system. Jason Wofford and Kyle Adams reported that the rain water currently has 500,000 gallons of Influent and is holding good and discharging well. They explained that the process for collecting storm water into a catch system is expensive and they are looking for cost effective solutions.

Jason reported that he is looking to budget for lab upgrade for 2023-2024 budget year. Jason said he met with the assessors on an upgrade project for the bingo hall as well as the concession stands at Beulah Park and reports that the structures are in need of replacement due to degradation.

Jason advised that the budget for the Parks Master Plan is currently at \$450,000.00 and he is looking at grants for matching funds.

Jason had one last ask for City Council to support Jason and community club for flagpole replacement at a cost of \$3,000.00. Ross Schultz advised there is currently funding

available and the project can move forward for completion.

- D. Mayor Comments  
Mayor Yvette Potter  
Mayor Potter reported that the Planning Commission is taking “leaps and bounds” recommending a direct line of communication with Planning Commission and City Council. Mayor Potter appointed Councilor Shea Corrigan to be representative for council to attend the Planning Committee meetings. All were in agreement and Councilor Corrigan accepted the appointment.

**9. INFORMATION/ANNOUNCEMENTS:**

Mayor Potter addressed the information and announcements below.

- A. First Friday Council Meet and Greet – April 7, 2023, 4:30 PM – Council President Kay Echaury & 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. Budget Meeting April 19, 2023 at 5:30 PM

**10. ADJOURNMENT:**

Motion to adjourn by Council President Kay Echaury.

Meeting adjourned at 8:35 PM

Respectfully submitted,

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Yvette Potter  
Mayor, City of Yamhill

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ATTEST:  
Greg Graven, Interim City Administrator/Chief of Police  
Interim City Recorder