



# City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING  
Council Chambers – 155 E 1<sup>st</sup> Street  
Wednesday, May 13, 2020 7:00 P.M.  
MINUTES

## **THIS MEETING WILL BE A TELECONFERENCE**

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

Mayor Yvette Potter called the meeting to order at 7:00 PM via the Teleconference.

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

Staff Present by Teleconference: Lori Gilmore- Treasurer/City Recorder Greg Graven, Police Chief

Staff Joined late 7:30pm: Bernard Malis- Public Works Interim Superintendent

2. **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.

An email was received from Patty Pairan of Yamhill, stating concern that the City of Yamhill is extending the Declaration of State of Emergency. Pairan believes starting the City re-opening process should be considered. Pairan was satisfied with Gilmore's explanation that the State of Emergency doesn't mean that Yamhill is choosing to remain closed, but means it keeps the City eligible for any Federal or State funding if money is needed because of the pandemic emergency.

3. **UNFINISHED BUSINESS:**

A. None Scheduled.

4. **ORDINANCES:**  
**FIRST READING:**

A. None Scheduled

**SECOND READING:**

A. None Scheduled

**5. NEW BUSINESS:**

- A. Consider approving bid proposal for the Reservoirs to Distribution-Transmission Main Water Line Project and Notice of Intent to Award Contract to Trenchline Excavation in the amount of \$2,075,000.00.
  - (1) Notice of Intent to Award
  - (2) Project Contract
  - (3) Labor Standards Administration

AKS Engineering has recommended the City award the contract for the Reservoirs to Distribution-Transmission Main Water Line Project to Trenchline Excavation in the bid amount of \$2,075,000.00 and encourages the City Council to authorize the Mayor to approve change orders on this project up to but not to exceed \$500,000 total. This will give the ability to evaluate constructing the water main in Pike Road, rather than through Wyffels/VanDykes/Gaiblers properties, add in some water meter replacements which were left off of the original design for cost savings, and to address unforeseen field conditions. Also recommended, a task order to cover 'Labor Standards Administration'. This is a requirement by the SDWRFL and they have \$15,000 available to cover this effort. AKS would be happy to handle this task if authorized by the City.

Disbrow made motion, Potter seconded to approve the Notice of Intent to Award contract to Trenchline Excavation in the amount of \$2,075,000.00; authorize the Mayor to approve change orders on this project up to, but not to exceed \$500,000.00 total; to authorize AKS Engineering to handle the Labor Standards Administration requirement by the SDWRFL and authorize the Mayor to execute the contracts.

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

The motion carried.

- B. Consider approving Resolution No. R-771, a resolution of the Yamhill City Council updating the Economic Development Revolving Loan Fund and superseding Resolution No. R-265.

Gilmore reported that the loan fund Resolution No. R-265 was adopted in 1997 and revisions have been made to update the resolution to expand to include funds needed during economic crises that would help support existing businesses. The loan would also be available for applying at any time during the year, not just May and December of each year.

Echauri made motion, Potter seconded to approve Resolution No. R-771, a resolution of the Yamhill City Council updating the Economic Development Revolving Loan Fund and superseding Resolution No. R-265.

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

The motion carried.

RESOLUTION NO. R-771  
A RESOLUTION OF THE YAMHILL CITY COUNCIL UPDATING THE ECONOMIC  
DEVELOPMENT REVOLVING LOAN FUND AND LOAN ALLOCATION  
PROCEDURES, AND SUPERSEDING RESOLUTION NUMBER 265.

- C. Consider approving an Audit Service Proposal in the amount of \$14,500.00 with Grove, Mueller & Swank, P.C. for 2019-2020 audit year and authorize Mayor Potter to execute the contract.

Gilmore reported that Grove, Mueller & Swank, P.C. have done the City's auditing services for the last 10 years and Gilmore recommends continuing with their annual services.

Echauri made motion, Disbrow seconded to approve the audit service proposal in the amount of \$14,500.00 with Grove, Mueller & Swank, P.C. for 2019-2020 audit year and authorize Mayor Potter to execute the contract.

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

The motion carried.

- D. Consider approving Order to Extend Resolution No. R-770, Declaration of State of Emergency.

Echauri made motion, Askey seconded to approve the Order to Extend Resolution No. R-770, Declaration of State of Emergency to July 8, 2020.

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

The motion carried.

- E. Discuss personnel structured wage limits and certification compensation.

Mayor Potter requested this subject be placed on the agenda and recommends it be an ongoing discussion. Councilor Disbrow questioned if other cities have a model or guidelines we could follow and also recommends this would be a good topic for a working group meeting. Potter requests staff try to obtain salary ranges from League of Oregon Cities, Mid-Willamette Council of Governments or possibly some neighboring small cities and table item until further information can be provided.

**6. CONSENT AGENDA:**

- A. Approve Council Minutes
  - (1) Regular Session April 8, 2020
- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO # 20-49 - \$1,342.79 – Accu-Tech Automotive- PD '09 Charger
  - (2) PO # 20-50 - \$781.20 – Leupol+Stevens, Inc. - PD- Sight Scopes
  - (3) PO # 20-51 - \$7,048.00 – Automation Group- PW- Flow Meter
  - (4) PO # 20-52 - \$800.00 – 911 WCCCA – PD -Radio Programming

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

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

The motion carried.

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

A. Police Review– Graven – Monthly report in packets.  
 Chief Graven stated that the number of calls received in April were down from last month, but crimes are up and extending into this current month. Burglary and thefts have increased City, County and Statewide, believed to be due to the shelter in place order from the Governor during the pandemic. Graven reported that the City’s Public Works building was burglarized, and hand tools and miscellaneous small items were taken. It was noted that several other city public works buildings in the surrounding area have also been burglarized recently. A Yamhill local business was also burglarized with tools, chainsaws and a vintage Chevrolet Truck stolen.

B. Public Works Review –  
 Malis reported that several repairs are being done on water line leaks along Highway 240. Two repairs have been completed to date, with a large repair scheduled for tomorrow. A security camera system is being updated at the Public Works area with motion sensors and should be installed soon.  
 Malis also reported that Kyle Adams the Utility Worker I is ready to take his Distribution 1 & Treatment I test, as well as Malis scheduling his Treatment 3 testing for Certification.

- (1) Review and consider approving Public Works Job Descriptions.
  - a. Public Works Superintendent

Disbrow stated that the Job Description is in-line with our current description and Malis also agreed that it is very accurate.

Disbrow, Echauri seconded to approve the Public Works Superintendent job description as presented.

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

The motion carried.

b. Plant Operator

Echauri made motion, Disbrow seconded to approve the Plant Operator job description as presented.

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

The motion carried.

c. Utility Worker II

Echauri made motion, Disbrow seconded to approve the Utility Worker II job description as presented.

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

The motion carried.

d. Utility Worker I-Plant Tester

Disbrow had a concern that the job description excludes any operation of heavy equipment, power tools operation, digging or lifting over 50 pounds. It was reported that the Utility Worker I was hired three years ago with the verbal agreement that the position would exclude those job duties. It was noted also that a job description can be reviewed by Council at any time and changed or updated when filling the position.

Disbrow made motion, Echauri seconded to approve the Utility Worker I- Plant Tester as presented.

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

The motion carried.

C. Mayor/Administration Review-

Gilmore reported that City Hall is still currently closed to the public with appointment availability during regular business hours. It was recommended that the closure be re-evaluated at the end of May.

Gilmore asked for Council's approval to begin the recruitment process for the Public Works Superintendent. Potter recommended a two-week deadline for accepting applications with a possible extension if necessary. Council's consensus is to approve the request to start the advertisement and recruitment process. Gilmore also notified Council that the Administrative Clerk position that is currently vacant, will be filled once the City Hall office can open again.

D. Council Review  
None Received.

E. Emergency Preparedness Review  
Disbrow reminded Council and staff that the City's Hazard Mitigation Plan (HMP) needs to be reviewed with comments, additions, deletions or corrections provided to Yamhill County by June 1, 2020. There is also a public comment requirement that will be met by placing on the City's website requesting public review and comments.

8. **INFORMATION/ANNOUNCEMENTS:**

A. City Offices will be closed Monday, May 25, 2020 – Memorial Day.

9. **ADJOURNMENT:**

Motion by Disbrow that the meeting adjourn at 7:55PM.

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