



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Council Chambers – 155 E 1st Street
Wednesday, June 10, 2020 7:00 P.M.
MINUTES

THIS MEETING WILL BE A TELECONFERENCE

REGULAR MEETING/PUBLIC HEARINGS

1. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 7:10 PM via the Teleconference.

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

Staff Present by Teleconference: Lori Gilmore- Treasurer/City Recorder, Greg Graven- Police Chief, Bernard Malis- Public Works Interim Superintendent.

2. FLAG SALUTE:

No Flag Salute – due to Teleconference.

3. PUBLIC HEARING (S):

Mayor Potter opened the public hearing and asked for testimony. None was received.

Mayor Potter asked for any final comments concerning the budget. No comments were received. Potter closed the public hearing at 7:12PM.

- A. **Public hearing on the proposed use of State Revenue Sharing Funds.**
- B. **Public hearing on the 2020-2021 Fiscal Year Budget.**
- C. **Following closure of the public hearing A and B, consider the following items related to the 2020-2021 Fiscal Year Budget.**

(1) Resolution No. R-772 - Allowing disbursement of State Funds.

Motion by Echauri, seconded by Disbrow, to adopt Resolution No. R-772 allowing disbursement of State Funds.

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

The motion carried.

RESOLUTION NO. R-772
**A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ALLOWING
DISBURSEMENT OF STATE FUNDS, IN ACCORDANCE WITH ORS 221.760.**

- (2) Resolution No. R-773 - Electing to receive State Revenue Sharing funding.**

Motion by Echauri, seconded by Disbrow, to adopt Resolution No. R-773 electing to receive State Revenue Sharing Funding.

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

The motion carried.

RESOLUTION NO. R-773
**A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, DECLARING
THE CITY'S ELECTION TO RECEIVE STATE REVENUES.**

- (3) Resolution No. R-774 -Adopting the 2020-2021 Fiscal Year Budget.**

Motion by Echauri, seconded by Potter, to adopt Resolution No. R-774 adopting the 2020-2021 Fiscal Year budget in the total amount of \$6,319,751.00 and approving the property tax rate of \$3.7389 per \$1,000.00 of assessed value.

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

The motion carried.

RESOLUTION NO. R-774
**A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ADOPTING THE
2020-2021 FISCAL YEAR BUDGET, APPROPRIATING MONIES FOR OPERATION
AND LEVYING A PROPERTY TAX**

- 4. PUBLIC COMMENT:** Anyone wishing to comment during this Teleconference Meeting, please send an email with the topic and a brief overview at least 2 days prior to the meeting date to : l.gilmore@cityofyamhill.org, or call 503-662-3511.

None Received.

5. PRESENTATIONS & APPOINTMENTS:

A. None Scheduled.

6. UNFINISHED BUSINESS:

A. None Scheduled.

7. **ORDINANCES:**
FIRST READING:
A. None Scheduled
SECOND READING:
A. None Scheduled

8. **NEW BUSINESS:**
A. Information and Annual Financial Report, Recology Western Oregon -Carl Peters-General Manager.

Carl Peters provided the Rate Review Report and Annual Financial Report for Recology Western Oregon Waste. Due to the current state of the economy, Recology is proposing to defer rate changes until the current health crisis subsides. A new cost rate adjustment was provided for the coming year at a rate adjustment of 2.9% to be deferred until at least August 1, 2020. Recology will provide rate sheets showing the current rates, proposed changes, and effective date 30 days prior to the proposed effective date.

It was determined that it would only be a formality for Council to vote on the increase, as it is not a Council decision but a contractual CPI rate increase.

Motion by Echauri, seconded by Disbrow, to approve the CPI rate increase of 2.9% for Recology Western Oregon Waste.

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

The motion carried.

- B. Consider approving Memorandum of Understanding with the Yamhill Employees Association and authorize Mayor Potter to sign.

Steven Schuback with Peck Rubanoff & Hatfield PC had been asked by the City to review the Police Association's current request to renegotiate the current collective bargaining agreement. The City of Yamhill and Yamhill Employees Association are parties to a Collective bargaining agreement (CBA). The current CBA was initially negotiated with the term of agreement being from July 1, 2013 to June 30, 2014. The agreement has remained in full force and effect from year to year thereafter as neither party served written notice of renewal by February 15th of the renewed expiration year. Under the terms of the existing agreement, the CBA is not set to expire until June 30, 2021, however, the City is agreeable to offer a wage and cola adjustment effective as of July 1, 2020. Officer Van Cleave and Officer Miller will receive a 5% increase to their current salary effective July 1, 2020. The 5% represents a 2% cost of living adjustment and a 3% market adjustment.

Motion by Disbrow, seconded by Echauri, to approve the Memorandum of Understanding between the City of Yamhill and Yamhill Employees Association and authorize Mayor Potter to sign.

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

The motion carried.

- C. Consider approving extension of professional services contract for City Planner John Morgan to June 30, 2022 and authorize the Mayor to execute the contract.

Gilmore reported that the new contract would remain at the per hour rate of \$85.00 for the planning services.

Motion by Echauri, seconded by Echauri, to approve extension of the contract for City Planner John Morgan to June 30, 2022 and authorize Mayor Potter to execute the agreement.

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

The motion carried.

9. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session May 13, 2020
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO # 20-048 -\$10,347.00- Correct Equipment – PW- Turbidimeters
 - (2) PO # 20-053 - \$1,203.64 – Les Schwab Tires – PW- Backhoe Tires
 - (3) PO # 20-054 - \$ 1,541.19 – Correct Equipment- PW- Water Meter Boxes
 - (4) PO #20-055- \$1,080.00- King & Sons Excavating- Water Line Repair
 - (5) PO #20-056- \$7,370.00- King & Sons Excavating- Water Line Repair
 - (6) PO #20-057- \$8,685.00- OVS-McMinn – PW Kubota Mower

Motion by Echauri, seconded by Disbrow, to approve the Consent Agenda as revised to include PO #20-057. It was noted that PO #20-057 was not included in packet, but was provided during the meeting.

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

The motion carried.

10. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Chief Graven reported that activities have picked up in the last few months and the department seems to be getting back to a normal busy.

Graven reported Officer Miller applied for a grant that the Police Department was awarded from the Confederated Tribes of Siletz Indians in the amount of \$5,000.00 for the funding of new body armor that has been outdated and needing replacement. The grant will require a small funding match. The grant was done in collaboration with the Yamhill Fire District who will also be receiving funding for body armor. The grant will fund the purchase of a total of eight body armors; six for the Yamhill Police Department and two for the Yamhill Fire District.

Councilor Disbrow questioned Graven on any impact from prisoners getting early release due to the Covid-19 pandemic. Graven believes it is too early to tell if there will be any significant impact but believes the increase in burglaries could be attributed more to people being home which creates many different issues, or from not being able to incarcerate people from new cases.

B. Public Works Review –

Bernard Malis reported that the new alarm system has been installed at the Public Works Department for every entrance at each building. Malis notified Council that he has been working with the State Surplus Agency to locate a dump truck to purchase. Recently one was located for \$5,000.00 but it was purchased by another agency before our approvals could be completed. Malis would like Council to be aware that Public Works is in need of a dump truck and will be on the list for available purchases with State Surplus. Council's consensus is in favor of the purchase if it is budgeted. Malis reported that two water main-line leaks have been repaired in the last 30 days. Also reported, the scrap metal recycling project that Councilor Disbrow has been in charge of has been successful with receiving approximately \$760.00 for the scrap that will be donated to the Yamhill Downtown Association. Some of the old iron and pipe has been a problem as it isn't worth much and it's been hard to find anyone to pick it up. Malis reported that there is a local man who is a disabled Veteran that he recommends the City donate the remaining scrap metal to, as it would further enable Public Works to clean up the area. Mayor Potter commented that in the last year, she has seen a great improvement to the area, and it is now organized and clean in comparison. Potter would like the area to continue as functioning workshop areas, not a storage unit for personal use.

C. Mayor/Administration Review-

- (1) Staff Report- Direct City Recorder/Elections Officer to call City Council Nominating Convention – City Caucus for the purpose of nominating a City ticket for candidates for Mayor and two City Councilors – Wednesday, July 8, 2020, 6:30 PM, City Hall Council Chambers (YMC Chapter 1.12.030)

Recorder Gilmore reported that the open positions are for the Mayor position and Councilor Disbrow and Councilor Askey's position. Council recommended the Caucus be held at Beulah Park at 6:00pm, with the City Council meeting to follow at 7:00 pm.

Motion by Echauri, seconded by Potter, to approve the City Caucus Nominating Convention for Wednesday, July 8, 2020 at Yamhill's Beulah Park and change the time to 6:00pm. It was also approved that the City Council meeting will follow at 7:00pm also at the Beulah Park location.

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

The motion carried.

- (2) Staff Report –Schedule of candidate filing deadline, Monday, August 24, 2020 and Key Election Dates.

Staff Report received by City Council.

- (3) Consider approving hiring of Administrative Clerk.

Recorder Gilmore reported that an interview was completed on June 5, 2020 for the full-time Administrative Clerk position. It was noted that the applicant had been part of the recruitment done in August of 2019 when Melissa Von was hired. Von terminated her employment as of March 19, 2019.

Gilmore requested approval of the appointment of Sharon Bregante-Candau to fill the position effective June 29, 2020. Gilmore plans to start with a 32-hr a week schedule, Monday through Thursday. The position will require a 6-month probation period.

Motion by Echauri, seconded by M. Gilmore, to approve the appointment of Sharon Bregante-Candau as Administrative Clerk, effective June 29, 2020.

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

The motion carried.

- (4) Consider moving November Council meeting date.

Council consensus was to approve moving the November Council meeting from November 11, 2020 to Wednesday, November 18, 2020.

- (5) Consider closing City Hall on Fridays to the public.

Gilmore requested that City Hall be closed on Fridays to the public to accommodate staff leave or also allow a four day/ten-hour week schedule for staff. Many small cities have implemented this schedule as well as some larger cities. It was noted that the Police Officers are on a three day/twelve-hour week and Chief Graven works the four day/ten-hour week, and the change would not affect the current Public Works staff schedule.

Askey commented that he recently started a 4/10 schedule and believes it is more productive, Mayor Potter is also moving to a 4/10 schedule at work. Potter reported that it has been a conversation for the last couple months and understands the effectiveness for the current staff and supports the request. It was noted that the schedule for City Hall can be changed back after a few months trial period if not effective. Most Friday's City Hall staff would be available by phone or email.

Council Consensus is to approve the Monday through Thursday schedule, with closing on Fridays', starting the week of June 15, 2020.

Mayor Potter updated the Council on a Yamhill Main Street Sidewalk project that AKS Engineering is administering for the City. The design concept includes a basic 6-ft sidewalk on the north side of Highway 240, similar to the sidewalk currently on the south side of the highway which is separated from the roadway and follows the existing grade. The existing ditch would be maintained as much as possible. The concept has a preliminary conceptual cost estimate of \$590,000 including engineering and construction. Yamhill's match would be \$118,000.00 and if successful, the City would be expected to start expending grant funds within 2-years and complete the construction within 5-years. If this concept is agreeable to the City, AKS Engineering will be submitting the letter of interest to the State later this week. Councils consensus is to approve AKS Engineering submitting the letter of interest for the project.

Mayor Potter asked for the Public Works Department to open Beulah Park on Friday, June 12, 2020, with the understanding that the park bathrooms will remain closed due to the extensive sanitization requirements that would be a burden to City staff at this time. The port-a-potty will still be available.

D. Council Review

None Received.

E. Emergency Preparedness Review

Disbrow gave an update on the Hazard Mitigation Plan review, with comments and additions being due to Yamhill County. Disbrow needs to still review with Malis for some needed technical information concerning Public Works, and hopes to finalize early next week.

11. INFORMATION/ANNOUNCEMENTS:

- A. City Caucus – Wednesday, July 8, 2020 at 6:30pm.
- B. OLCC License renewal list.
- C. City offices will be closed Friday, July 3rd, to observe the Holiday.
- D. June 1, 2020 – First day for local candidates to file declaration of candidacy or nominating petition to run for City Council positions.

12. ADJOURNMENT: 8:20

Motion by Echaury that the meeting adjourn at 8:20PM.

The motion carried by unanimous vote.
Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder