



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Council Chambers – 155 E 1st Street
Wednesday, August 12, 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, Askey and Echauri

Excused Absence: Councilor M. Gilmore

Staff present: City Recorder Gilmore, Interim-Superintendent Malis, Chief Graven

2. PUBLIC COMMENT:

Mike Warren of Elm Street in Yamhill questioned if N. Elm Street will be cleaned during the subdivision construction project. Malis responded that it is the Contractors responsibility and will contact them to assure clean up.

Chuck Mitchell of Yamhill addressed the Council, asking what the City's long-term plans are for re-locating City Hall. Mitchell understands City Hall is very old and in need of extensive repair and knows of some property for sale within the City's business district that could be used by the City for office space during a possible rebuilding of City Hall. Mayor Potter stated that there are no current specific plans at this time, due to lack of funding. Potter encouraged Mitchell to present any ideas or options to the City for future consideration. Mitchell plans to present a proposal at a future date that he feels would be beneficial to the City.

3. PRESENTATIONS & APPOINTMENTS:

None Scheduled.

4. UNFINISHED BUSINESS:

- A. Discuss and consider installation of speed reduction devices on N. Elm Street.

This item was discussed at the July 8, 2020 Council Meeting and was tabled in order to obtain more information from the City's Engineers. A petition had been received from citizens and neighbors of N. Elm Street requesting the installation of speed bumps on N. Elm Street from Hwy 240 north to Camellia Street, ending at the proposed subdivision-Yamhill Park Estates. The request asked for the installation to be completed prior to the beginning of house construction at the subdivision. Also requested is a change in the

speed limit to be reduced to 15mph with a posted sign. The citizens believe that the subdivision of an additional sixty-two (62) homes will add a substantial increase to the population and traffic which will use N. Elm Street as the only ingress and egress to the Yamhill Park Estates.

A report was received from AKS Engineering and provided in the Agenda Packet that summarized three options for traffic measures on N. Elm Street. AKS listed the preferred option as using speed cushions, speed humps could also be an option and speed bumps would not be recommended. It was noted that the cost for the three options was not received from AKS Engineering, but Malis estimates for the signage and three speed humps it could be between \$8,000.00 to \$10,000.00 and the speed cushions would be more expensive and would require maintenance. Recommendation was made to reduce the speed limit from 25 miles per hour to 20 miles per hour. The City has the authority to reduce the speed of N. Elm Street from 25 to 20 miles per hour without submitting a speed zone request to O.D.O.T, per Oregon House Bill 4103, effective January 1, 2020. Council consensus is to reduce the speed limit on N. Elm Street to 20 miles per hour and to install three speed humps and signage during the time of paving in the development, prior to the home building construction.

B. Discuss Public Works employee positions.

Mayor Potter updated the Council on the Superintendent position and stated that Staff completed two recruitment periods that did not result in receiving adequate qualified applicants. Potter questioned whether to re-evaluate the position or advertise again. Potter would like council to consider not filling the superintendent position but splitting the Public Works duties between a Plant Manager and a City Maintenance Manager. Discussion continued regarding salaries for the two positions and supervisor requirements for each position. Councilor Echauri requested having a work-session to discuss the positions and specific details for duties and salaries. A decision was made to meet on Tuesday, August 18, 2020 for a work-session at 11:30am at Lago de Chapala. A notice for the work-session meeting will be posted immediately.

5. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

A. None Scheduled

6. NEW BUSINESS:

A. Discuss City's Code Enforcement process.

This item for discussion has been a concern for City staff and City elected officials on what the process and procedure is, or should be for maintaining code enforcement standards in the City. Due to limited staff, code enforcement is currently and, in the past, been "complaint driven" and investigated after a written complaint is received. Graven stated that there are a few citizens that are repeat offenders but the majority of citizens just need to be educated on what is their responsibility or required per our City Municipal Code. It was noted that there is no current written policy for code enforcement procedures,

but that periodic reminders are included on monthly water bills and individual letters are also sent when necessary. If the complaint involves a safety issue, it is made a high priority to resolve the issue quickly. Councilor Echauri stated that it is very important to take personal pride in our community and as our City grows, we should be more diligent to enforce the codes with the ongoing repeat offenders and questioned if more can be done by City Officials, Staff and Citizens to help. Once a complaint is received, a letter or phone call is generated to the resident and a follow-up is done after 10-days. If resident is still not in compliance, the Police Department then attempts to enforce the code by issuing a citation or may start with a warning with another follow-up. Graven feels code enforcement is very frustrating and challenging for the Police Department as some residents comply for a few days and then fall right back into non-compliance and it is very time consuming for enforcement. It was also noted that very little can be done to leverage payment of an issued citation if resident refuses to pay. Discussion continued regarding community outreach and working with local groups and citizens to help with clean-up and maintenance of homes and areas where the property owner isn't capable of doing their own maintenance.

Mayor Potter suggested the item be tabled for now and continue to review options for a better process as there are many variables involved in Municipal Codes. Councilor Disbrow also commented that it is very involved and costly to review and update Ordinances but could be an ongoing process for reviewing. Graven believes the language is good in a lot of our Ordinances, but the compliance is problematic.

- B. Accept resignation from Dianna Braddock for Planning Commission and Budget Committee.

Council accepted the Planning Commission resignation for Dianna Braddock, effective July 26, 2020 and declared a position opening on the Commission and Budget Committee.

7. **CONSENT AGENDA:**

- A. Approve Council Minutes
 - (1) Regular Session July 8, 2020
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO # 21-001 – LEHR - \$50,315.00 – Police Vehicle-2020 Durango
 - (2) PO # 21-002 - Correct Equipment - \$1,560.00 – Fire Hydrant Meter
 - (3) PO # 21-003 - King & Sons Excavating - \$3,120.00 - E. Main St. Water Leak.
 - (4) PO # 21-004 – GC Systems - \$3,025.00- Cla-Valve for Reservoir.

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

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

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Graven reported that the Department has been busy as normal and wanted to share that he has experienced many citizens showing support to himself and the department during these volatile times and really appreciates our community and the extra kindness being shown at this time. Councilor Echauri asked for any updates on the rise in thefts and burglaries in the recent months. Graven reported that there have been arrests associated with the theft from our Public Works Department, our local grocery store and a few commercial businesses in Yamhill County. It is unclear if the City will be able to recover any of the property that was stolen, as some may be kept for evidence and some may have already been sold or disposed of.

Potter questioned the status of the National Night Out event held annually in August. Scheduled for October 6, 2020 is a smaller version of the event, due to the Covid19 restrictions. Erin Edelen Kutter commented that the theme this year will be “Getting to Know your Neighbors”.

B. Public Works Review

(1) Discuss approving the trade of Kubota Mower for air compressor.

Malis requested that the 12-year-old Kubota mower that does not work be traded for a used compressor from Blue Line Electric, which is much newer than the existing 20-year-old compressor being used at the Water Plant. The existing compressor is worn out and very unreliable. The Water Plant has used a backup compressor twice recently while the old compressor was repaired. The old mower would require \$1,500-\$2,000 for repair to be functional and the City has had three offers to purchase it; \$200, \$500 and \$1,000. The air compressor is worth approximately \$1,500.00, a new compressor would be close to \$5,000.00. Council consensus was unanimous to approve the trade of the Kubota Mower for the Air Compressor from Blue Line Electric.

C. Mayor/Administration Review-

Gilmore reported that currently the City is working on three different grants and will be submitting applications in the coming month. Also reported, Gilmore has scheduled the annual Audit for August 17th – 19th and has been busy getting information ready for the Auditors.

Mayor Potter explained that the Yamhill Downtown Association is currently promoting Yamhill Tourism and are asking for citizens to help by providing pictures of events, activities or special places that can be shared with tourism agencies to promote our community. The pictures can be provided to the YDA through their Facebook page.

D. Council Review

None received.

E. Emergency Preparedness Review

None Received.

9. INFORMATION/ANNOUNCEMENTS:

- A. Candidate Filing deadline – August 24,2020.
- B. Deadline for “Candidate Statement” inclusion in Yamhill County Voter Pamphlet- September 8, 2020.
- C. City offices will be closed Monday, September 7th to observe the Labor Day Holiday.
- D. Vacancies: Budget Committee - 1 member-
Planning Commission – 1 member Applications are available at City Hall.

10. ADJOURNMENT: 8:55 PM

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

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder