



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Council Chambers – 155 E 1st Street
Wednesday, September 9, 2020 7:00 P.M.
MINUTES
REGULAR MEETING

1. CALL TO ORDER: Roll Call

The meeting was called to order by Mayor Potter at 7:00PM

Present: Mayor Potter and Councilors, Disbrow, Askey, M. Gilmore and Echaury

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

2. FLAG SALUTE:

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

3. PUBLIC COMMENT:

Philip Higgins, board member of the Yamhill Downtown Association updated the Council on current events for the YDA. Higgins encouraged all attending to follow the YDA's Facebook page to stay updated. Currently because of the COVID pandemic, no events are planned in the near future, but they are focusing on preparing for future events and working on grant funding. The YDA is putting together a data base that will include businesses and services provided in the 97148-zip code and will be needing input to gather as much information as possible.

Fire Chief, Brian Jensen gave an update on the current fire situations all around the State, and specifically to the 2,000-acre fire near Hagg Lake and Patton Valley. Currently the Hagg Lake fire has slowed down, and aircraft and dozers have been assisting with the containment. Jensen reported that the Santiam Canyon has destroyed the City of Detroit, Gates, Mill City and most areas between Detroit and just East of Stayton. Also reported was a large fire near Chehalem Mountain between the Bald Peak area and the City of Newberg that the Yamhill Police Department assisted with by helping with the evacuation and notifications to the community.

Jensen stated that at this time there are -0- resources available from the State for the West Coast area, and resources are being requested from other states and a few resources are inbound from Utah and Arizona. The Lincoln City and City of Otis areas have been evacuated and near Medford there have been close to 600 homes destroyed by wildfires. Mayor Potter offered help and support from the City for any available resources to the Fire District and the Police Department during this critical time.

Jensen expressed his appreciation for all the support from the community including food and drinks for the fire crews.

Linda Clites of Elm Street in Yamhill questioned the timeline for speed humps and 20-mph speed signs on N. Elm Street, near the proposed subdivision-Yamhill Park Estates. Mayor Potter responded that Council is still reviewing the cost and researching the most effective option for speed control and offered that the Police Department may need to conduct a traffic assessment. Malis responded that AKS Engineering has been in contact with the developer and discussion has been ongoing for a solution prior to the home construction. It was noted that the contractors are keeping Elm Street clean and washed down during the land development.

April Woodruff of Main Street in Yamhill questioned if the Beulah Park bathroom could be opened soon to the public. Woodruff was told that it has been closed due to the COVID pandemic and that the City does not have the staff to maintain the State required sanitization process for public bathrooms. Mayor Potter responded that the Council will discuss whether it should be opened yet but has concerns for having the personnel to keep it maintained. Gilmore reported that the bathrooms were originally closed due to continued vandalism and remained closed once the pandemic started in March 2020. Gilmore also stated that a porta-potty was provided at Beulah Park at the time the bathrooms were closed.

4. PRESENTATIONS & APPOINTMENTS:

A. None Scheduled

5. UNFINISHED BUSINESS:

A. None Scheduled.

6. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

A. None Scheduled

7. NEW BUSINESS:

A. Discuss process to bring Broadband to Yamhill.

Mayor Potter would like discussion and community feedback on the idea of City provided 5-G broadband and whether it could be a benefit and should the City move forward with researching the possibility. Potter believes that City provided internet could be a big help to the senior community for easier access and more affordable. The option wouldn't be viable unless the City could offer competitive costs compared to the bigger networks. Pursuing the service would be a large project and wouldn't be feasible unless the Council and community members have a serious interest in moving forward. Consensus from Council and attendees is there is an interest and the City should obtain more information on the process before moving forward.

B. Consider adopting a Municipal Code for a Local Transient Lodging Tax.

The City of Yamhill is considering imposing a seven percent transient lodging tax. A local transient lodging tax is a tax imposed by a local government on the sale, service or furnishing of transient lodging and includes hotels, motels, B&B's and other dwelling units used for temporary occupancy. Allocation of the tax revenue by the City would be 70% to support tourism related services and 30% to the general fund.

Councilor Disbrow feels that the draft Ordinance is very confusing and, in his opinion, an administrative nightmare with very little revenue compared to the work involved with staff time to administer the tax. Potter stated that the YDA has asked the City to pursue the lodging tax with the anticipation of a Hotel being built in town, as well as the remodeling of the second story of the Bank Building on the corner of Main Street and Hwy 47 to be used as temporary lodgings. Council determined that this Code needs more discussion as well as some revisions before considering implementing the tax. No decisions will be made tonight, and Council would like more time before moving forward. Any large-scale rental lodging to be in the City of Yamhill is early in the planning stages.

C. Review citizens request to move the Speed feedback sign from Elm Street and Hwy 240 to Balm Street and Hwy 240.

Sherry Wilson of E. Main Street in Yamhill requests that the electronic traffic speed sign on Main Street, (Hwy 240) one block prior to the Intermediate School be moved to the intersection of Balm Street and Main Street to be more effective on slowing traffic. Wilson expressed concern over the excessive speeding on Hwy 240 and feels that ODOT should be contacted to allow moving the sign to the Balm Street and Hwy 240 location. It was noted that a request from residents in that area was submitted to Council over a year ago and ODOT had responded that the existing location reinforces the speed limit just prior to entering the school zone and relocating the sign further east may diminish the effectiveness in the school zone. Also, ODOT is not likely to approve more than one sign for the same direction within 1,000 feet. Wilson would like a solution for the speeding and requested the City contact ODOT and asked for more traffic enforcement in the area.

Mayor Potter asked Malis to contact ODOT regarding approval of moving the electronic speed sign. Potter reported that the City has applied for a grant to have sidewalks installed on the north side of Hwy 240, from Hemlock Street to Balm Street and it could be an opportunity at that time to work with ODOT for the relocation. Potter also reported that the City is in discussion with ODOT to potentially reroute truck traffic flow off Hwy 47 to Westside Road which would be a huge reduction in the amount of traffic through town.

8. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session August 12, 2020
 - (2) Work-session Meeting August 18, 2020
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO #21-005 -NW Tree Care -\$5,600.00 –Tree Removal- 345 Laurel St.

- (2) PO #21-006 – State of Oregon Surplus - \$6,500.00- Ford F550 Truck
- (3) PO #21-007 – Genuine Technology - \$1,357.54- Admin Workstation Upgrade.

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

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

The motion carried.

Mayor Potter questioned Malis regarding the tree removals at 345 Laurel Street and verified that the trees were located on City property and Malis reported there was a liability risk as the trees were rotted and have needed removal for several years.

9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Graven reported that the Department has been extremely busy during the last month and is involved now with helping during the current fire situations and working to keep the community informed and safe.

B. Public Works Review.

Malis reported that the Transmission line construction is on hold for a week due to the fire evacuations that have affected some of the crew members.

Malis stated that there will be no more Bulk Water sales until further notice, effective September 10, 2020 at 2:00pm and has informed the Yamhill/Carlton School District to discontinue watering the fields and any outside usage at this time. Malis is currently considering water restrictions for the City but will wait a few days to see if the predicted rain helps. The City is doing OK, but if rain doesn't come soon, restrictions will be necessary. Malis will be releasing some water from the Intake to help with more water flow in Turner Creek.

(1) Discuss approval of Facilities Manager Position, salary and job description.

Information had been sent to the Council previously for pre-approval of the position, salary and job description so the interview process could move forward. The email approvals were unanimous, and the interviews for the Facilities Manager position were conducted on Tuesday, September 8, 2020. A formal vote is requested during tonight's meeting.

Motion by Echaury, seconded by Askey, to approve hiring for the Facilities Manager Position approve job description and starting salary not to exceed \$50,000.00.

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

The motion carried.

(2) Review Public Works Plant Manager and Utility Worker II Salaries.

During the August 18, 2020 work session, Mayor Potter asked council to consider not filling the superintendent position but splitting the Public Works duties between a Plant Manager and a City Facilities Manager. The current budgeted positions were reviewed at that time and recommendation was made to move forward with the Plant Manager position, that Bernard Malis will fill, and recruit for a Facilities Manager that will fulfill other job duties not covered by the Plant Manager. Also recommended to bring to the September Council meeting for a vote, would be setting the salary of the Plant Manager to \$56,000.00 not including overtime and pager pay; consider a step increase for the Utility Worker II position once certifications are attained; eliminating the full-time Plant Tester position and possibly hiring a part-time permanent utility worker if needed.

Motion by Echaury, seconded by Askey, to approve the Plant Manager position for Bernard Malis and setting the salary to \$56,000.00 effective the current pay-period and approving the Utility Worker II position salary increase effective once certifications are attained.

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

The motion carried

C. Mayor/Administration Review-

(1) Annual salary review of Police Chief.

Mayor Potter recommended a performance salary increase of 3% for Chief Graven.

Motion by Echaury, seconded by Askey, to approve a performance salary increase of 3% for Chief Graven, effective the current pay-period.

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

The motion carried

(2) Annual salary review of Treasurer/City Recorder.

Mayor Potter recommended a performance salary increase of 3% for Treasurer Gilmore.

Motion by Echaury, seconded by Askey, to approve a performance salary increase of 3% for Treasurer/City Recorder Gilmore, effective the current pay-period.

Roll call: Ayes: Potter, Disbrow, Echaury and Askey
Abstain: Gilmore

The motion carried

D. Council Review
None Received.

E. Emergency Preparedness Review
None Received.

10. INFORMATION/ANNOUNCEMENTS:

- A. Candidate Certification for the November 3, 2020 Election.
- B. Community Support Thank You letter from Homeward Bound Pets.
- C. Vacancies: Budget Committee - 1 member-
Planning Commission – 1 member Applications are available at City Hall.

11. ADJOURNMENT: 9:03PM

Motion by Echauri that the meeting adjourn at 9:03PM.

The motion carried by unanimous vote.
Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder