



City of Yamhill

A small taste of Oregon

MINUTES
CITY COUNCIL MEETING
Wednesday, January 10, 2024
6:30 P.M.

1. CALL TO ORDER – Roll Call

The meeting was called to order at 6:32 p.m.

Roll Call

Present, In-Person: Mayor Potter; Councilors: Marci Hedin, Shea Corrigan,

Present, virtually: Councilor, Tim Askey

Absent: Kay Echaui

Staff Present, In-Person: Jason Wofford, Public Works; Angie Fowler, City Recorder

Staff Present, virtually: Chief Graven, Police Department/Interim City Administrator

2. FLAG SALUTE

3. PUBLIC COMMENT

There was no public comment in person or online.

4. AGENDA UPDATES OR ADDITIONS

Update. The speaker for the presentation of Community Heart & Soul was changed from Jenny Morrison to Sue Richardson.

Added to *Council Reports* a discussion regarding the February meeting date.

5. CONSENT AGENDA

A. Financial Statement to Current

B. 10-4-23 City Council Meeting Minutes

C. Per R-811, Signed paperwork for the DLCDC Grant No. HA-25-004 – \$47,000 for Yamhill Housing Comprehensive Plan/Code Audit/Buildable Lands Inventory.

Marci Hedin made a motion to approve the consent agenda.

A MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Marci Hedin and seconded by Shea Corrigan

Ayes (4): Potter, Corrigan, Askey, Hedin
Nays (0): None
Absent: (1) Kay Echaury

The motion carried.

6. OATHS OF OFFICE

- A. Sue Richardson, Planning Commissioner**
- B. Lyndon Carl, Planning Commissioner**
- C. Jaedon Roberts-Maxfield, Planning Commissioner**

All selected Planning Commissioners took their Oaths of office.

7. COMMITTEE REPORTS

- A. Planning Commission**

Ken Moore, Planning Chair, was not present at the meeting. Sue Richardson volunteered to give and update from their last meeting.

Sue stated that their last meeting was discussing the two grants that they had precured and their excitement to have money to help with economic development and zoning updates.

Mayor Potter stated that she is impressed with the Planning Commission's productivity recently.

8. PRESENTATIONS

- A. Community Heart & Soul Program – Sue Richardson**

Sue Richardson spoke of the Community Heart & Soul program that Yamhill Downtown Association, Economic Development Committee, and YNA have been getting information on.

This is a 2-year program. That would help support business in the downtown area, it involves talking to people throughout the town to get their input. Rather than the input of the same people that are involved with all the city meetings.

It would have up-front fees involved which would cause an issue.

9. ORDINANCES

- A. O-541 – An Ordinance Amending Title 3 of the Yamhill Municipal Code Relating to The Regulation of Fat, Oil, And Grease Discharges to The Public Wastewater System**

The mayor discussed the ordinance and asked Jason how they plan to implement a new program out with the business that are new and existing in the community.

Jason stated that ordinance gives clear language that new businesses will have to adhere to, and the existing businesses will need to be notified of this change and follow through with it.

The mayor asked how it would be managed after it is implemented.

Jason Wofford stated that it would probably be through the Wastewater Operator and himself in Public Works. The Pumpers Association will check these traps and do inspections.

Jason Wofford confirmed to the mayor that we do have a plan, and this will get implemented.

Shea Corrigan made a motion to approve the ordinance for Yamhill Municipal Code relating to the regulation of Fat, Oil, and Grease Discharge to the public washes.

A MOTION TO APPROVE THE ORDINANCE FOR YAMHILL MUNICIPAL CODE RELATING TO THE REGULATION OF FAT, OIL, AND GREASE DISCHARGE TO THE PUBLIC WASHES.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Hedin
Ayes (4): Potter, Corrigan, Askey, Hedin
Nays (0): None
Absent: (1) Kay Echaury

B. O-542 – An Ordinance Amending Chapter 8.16 of the Yamhill Municipal Code Relating to Transient Lodging Tax Regulations

The mayor asked if there were any questions regarding this Ordinance.

Shea Corrigan stated that he was present when this was discussed in the Planning Commission meeting and Walt Wendolowski, the City Planner, discussed that the key to this is municipal code rather than Planning code. This makes the ordinance more flexible in that the Council can amend it quickly with a resolution as necessary.

Right now, there are only a couple of Short-term rentals in the City. If that were to change and they would need to make a change, it is much easier done in municipal code.

Marci Hedin made a motion to approved ordinance O-542 – An Ordinance Amending Chapter 8.16 of the Yamhill Municipal Code Relating to Transient Lodging Tax Regulations

A MOTION TO APPROVE ORDINANCE O-542 – AN ORDINANCE AMENDING

CHAPTER 8.16 OF THE YAMHILL MUNICIPAL CODE RELATING TO TRANSIENT LODGING TAX REGULATIONS

ROLL CALL: Motion introduced by Marci Hedin and seconded by Shea Corrigan

Ayes (4): Potter, Corrigan, Askey, Hedin

Nays (0): None

Absent: (1) Kay Echaury

10. UNFINISHED BUSINESS

A. DLCD Grant No. TA-25-018 – \$10,600 for Yamhill Central Business District Development Code Audit

1. R-816 A Resolution Accepting Submittal/Acceptance of the DLCD Technical Assistance Grant

The mayor read information on the grant. The council had no questions.

Shea Corrigan made a motion to approve R-816 - A Resolution Accepting Submittal/Acceptance of the DLCD Technical Assistance Grant.

A MOTION TO APPROVE R-816 - A RESOLUTION ACCEPTING SUBMITTAL/ACCEPTANCE OF THE DLCD TECHNICAL ASSISTANCE GRANT AND APPROVE FOR THE MAYOR TO SIGN

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Hedin

Ayes (4): Potter, Corrigan, Askey, Hedin

Nays (0): None

Absent: (1) Kay Echaury

11. NEW BUSINESS

A. Food Bank Delivery Location Discussion

Mayor spoke of the concern that has been brought to her attention on different occasions. This is regarding the YCAP Food Bank. There has been an issue in the winter, more so than summer. With the elderly or disabled patrons having issue getting back and forth from the parking area to the area to the inside of the park where the food bank sets-up. The winter makes the area muddy and is creating a hazard/safety issue.

The council/staff discussed the possibility of other locations, the possibility of park asphalt deterioration in the park if they are allowed to pull in to collect their food and adding gravel to the parking area.

Jason Wofford said he would put gravel down and keep it like it is.

Pam Kirsch of Yamhill Town Community Facebook Group, and Shea Corrigan discussed having people at the park to help carry items for seniors and disabled.

12. DEPARTMENT REPORTS

A. Administration

1. Staff Report for Administration, Police, and Public Works Dec. 2023

B. Police Department

1. Police Statistics Report December 2023

The mayor expressed her appreciation for the staff reports and police reports included in the packet.

Chief Graven was online (the sound was not clearly heard in the council room). He stated that he did not have anything to add unless anyone had any questions.

No one had any questions.

C. Public Works

The Public Works completed their survey for their CIP Project on North and South Olive so they will be gearing up for that project next fiscal year (July 2024).

13. COUNCIL REPORTS

A. First Friday's 2024 Goals Discussion

The mayor asked about painting parking lines in the lot across from the council room because there was discussion on the last First Friday regarding it. It was decided not to as the lines would not hold up in the gravel and we do not own the lot across the street.

They discussed planting a tree at Calhoun Park. Jason Wofford said they will get it done.

The First Friday Meet and Greet with community is not well attended. The mayor gave information on when/where/why.

The council gave some ideas of why this is not well attended which included possible time change, day change, or less frequent meet and greets. They decided that a survey would be the best way to get information on how to proceed.

Pam Kirsch, Yamhill Town Community Facebook Page, volunteered to create a survey for the community and then the council would discuss it again.

The council also further discussed the idea of a community bonfire that Jason Wofford had brought up in a previous meeting.

B. February Meeting Discussion

The council discussed the next meeting falling on Valentine's Day. No one had any concerns about missing out on the holiday due to the council meeting. Shea Corrigan stated that due to his work, he would not be available on Valentine's Day.

The council decided to continue with the February 14th meeting with Shea Corrigan being absent.

14. INFORMATION/ANNOUNCEMENTS

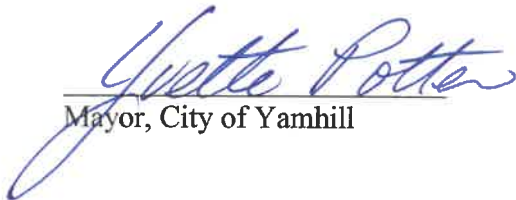
- A. City Council is Accepting Applications for one Water Advisory Committee member and two Budget Committee Members**

15. ADJOURNMENT

Marci Hedin made a motion to adjourn the meeting.

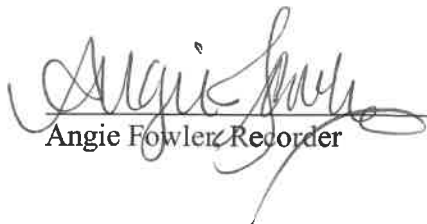
The meeting was adjourned at 7:37 p.m.

Respectfully submitted,



Mayor, City of Yamhill

Attest:



Angie Fowler, Recorder