



**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, January 11, 2017
MINUTES**

CONVENE 2016 COUNCIL

1. CALL TO ORDER - Roll Call

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

Present: Mayor Terp and Councilors, Disbrow, Gilmore, and Echaury

Excused Absence: Councilor Weinstein

Staff present: City Recorder Gilmore, Superintendent Howard, Chief Graven,

2. CONSENT AGENDA:

- A. Monthly Payables – December 2016
- B. Financial Statements
- C. Approve Council Minutes
(1) Regular Session – December 14, 2016

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

Roll call: Ayes: Disbrow, Terp and Gilmore
Abstain: Echaury

The motion carried.

ADJOURN 2016 CITY COUNCIL

Motion by Disbrow, seconded by Echaury, that the 2016 meeting adjourn. The motion carried and the meeting adjourned at 7:03 P.M.

Roll call: Ayes: Disbrow, Terp, Gilmore and Echaury
Nays: None

The motion carried.

SWEARING IN OF MAYOR

Mayor Paul Terp

SWEARING IN OF CITY COUNCILORS

Councilor Rita Gilmore
Councilor Yvette Potter

City Recorder Gilmore administered the oath of office to re-elected Mayor Paula Terp, re-elected Councilor Rita Gilmore and newly elected Councilor Yvette Potter. Mayor Terp and Councilors Gilmore and Potter took their place at the Council dais.

CONVENE 2017 COUNCIL

3. CALL TO ORDER: Roll Call

The meeting was called to order by Mayor Terp at 7:10PM

Present: Mayor Terp and Councilors Disbrow, Gilmore, Echauri and Potter
Staff present: City Recorder Gilmore, Superintendent Howard and Chief Graven

4. PUBLIC COMMENT:

Dwaine Crawford owner of Trask Mountain Outpost requested approval to have a car show during the July 2017 Derby Days Parade. The request would require closing the block on Main Street between Olive Street and Maple Street from 8:00am to 6:00pm. Crawford has already discussed it with other business owners in the area. Chief Graven stated that it wouldn't be an issue with the Police Department, but asked Crawford to get Fire Chief Jensen's approval also. Howard stated that Crawford would be required to complete the public works permit application and the application would be presented to City Council for consideration, prior to July 2017.

5. PRESENTATIONS & APPOINTMENTS:

A. Election of Council President – Charter Chapter III, Section 9.

Councilor Gilmore nominated Kay Echauri for Council President, Disbrow seconded.

Motion by Disbrow, seconded by Gilmore, to appoint Kay Echauri for Council President.

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

The motion carried.

B. Budget Officer – one year appointment – Lori Gilmore – 2017/2018 budget year.

Motion by Echauri, seconded by Councilor Gilmore, to approve the appointment of Treasurer Lori Gilmore as Yamhill City Budget Officer for the 2017/2018 budget year.

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

The motion carried.

- C. Council sub-committee appointments:
Kay Echaury and Jay Disbrow – Police Department
Rita Gilmore and Yvette Potter – Public Works Department

Mayor Terp appointed the Council sub-committees, effective immediately.

- D. Yamhill County Transit Advisory Committee appointment – three year term – Ken Moore.

Motion by Echaury, seconded by Gilmore, to appoint Ken Moore to fill the Yamhill County Transit Advisory Committee three year term appointment.

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

The motion carried.

- E. Planning Commission – Consider appointment of Samuel Fox – two-year term – 2017-2018 (Term expires December 31, 2018)

Sam Fox introduced himself to the Council and briefly explained he has an interest in learning about the Community and would like to be more involved, and stated he is a building contractor.

Mayor Terp stated that her only concern is that Planning Commissioners need to follow all Ethic laws and may not make any decisions that would profit their own businesses, and only make decisions in the best interest of the City. Fox responded his focus will be to better the City of Yamhill.

Motion by Echaury, seconded by Gilmore, to appoint Samuel Fox to fill the Planning Committee position, term expiring December 31, 2018.

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

The motion carried.

- 6. **UNFINISHED BUSINESS:**
 - A. None Scheduled.

- 7. **ORDINANCES:**
FIRST READING:

- A. None Scheduled

SECOND READING:

- A. None Scheduled

8. NEW BUSINESS:

- A. Discuss installing a new City Hall Flag pole.

Officer Tom Hoy proposed that the current City Hall flag pole be removed from the sidewalk on the northwest corner of City Hall and be replaced with a much larger and taller flag pole to be located in a larger area at the lot on the south side of City Hall. The current flag cannot be lowered to half-mast without the flag hitting the side of the building or getting caught on the roof. Hoy would like a larger flag display with lighting and landscaping. Hoy volunteered to do most of the work, with the help of Superintendent Howard and the Public Works Department. Council's consensus is in favor of the proposal and directed Hoy to work with Howard to obtain a cost estimate before beginning work on the project.

- B. Consider adopting Resolution No. R-738, a Resolution by the City Council of Yamhill, Oregon initiating street vacation proceedings.

A Vacation application was received from the Yamhill Carlton School District requesting the vacation of a section of E. Dahlia Street, E. Erica Street and E. Camellia Street that is adjacent to the School Districts Property on the East side of N. Hemlock Street. Howard reviewed the street locations for the Council, and explained that they are currently unimproved roads and will only slightly impact the State Gas Tax Revenue received, but will increase the property taxes received. Howard stated that most of the property lies in a 100 year floodplain and the City has no plans to improve the roads. It was noted that the required Public Hearing and proposed Ordinance for the Street Vacate will be scheduled for the February 8, 2017 City Council Meeting.

Motion by Disbrow, seconded by Echaury, to adopt Resolution R-738, a resolution of the City Council of the City of Yamhill, Oregon approving the initiating of Street Vacation Proceedings.

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

The motion carried.

**RESOLUTION No. R-738
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
INITIATING STREET VACATION PROCEEDINGS**

9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Chief Graven reviewed Police business for December 2016 and provided a report of December calls.

Graven stated that the final process to hire four Police Reserve Officer candidates will be completed by the end of January and the hired Officers will be ready for swearing in at February's Council Meeting. Graven reported that one of the candidates has already started the Police Academy training.

B. Public Works Review – Superintendent Howard – Memo in packets

Superintendent Howard provided his staff report included in packets.

Councilor Gilmore questioned Howard regarding extreme weather conditions and if he and his crew are required to do water testing at the Water Plant daily. Howard reported that they test the water at a minimum of once a day.

Howard reported concerning the timber harvesting, that he is currently in the process of hiring an independent forestry consultant to review the City's findings and BLM's findings.

Howard also reported that the Request for Proposals for the Water Master Plan has been completed, and proposals have been received from five firms. Howard requested that Councilor's Gilmore and Potter, as well as City Recorder Gilmore and himself review the proposals and schedule to conduct the interviews in February with all five firms. Howard indicated that this is a qualified based process, and not strictly a cost based process and will provide a score sheet to use for the review process.

C. Mayor/Administration Review-

(1) Discuss new company for IT Support Services.

Graven, Howard and Gilmore met with Ernest Murry of Ernest.Solutions on December 30, 2016, regarding IT Services for the City. There has been years of issues with the support by Jeff Breazile and recent support by Gene Martin for timeliness and quality of service. It was noted that if approved, IT support from Ernest.Solutions would not include a contract and would be month-to-month service, and would have unlimited business hours support with less than a 2 minute response time. The initial work would include email and website upgrades, offsite records backup, PC security and upgraded firewalls. Graven reported that the current system is not compliant with the Criminal Justice Information Services policies regarding security.

Council consensus is to approve City staff moving forward with phase I and phase II of the project for approximately \$9,000.00 and recommended including Purchase Orders for the work with the February 2017 Council Agenda.

D. Council Review

Recorder Gilmore reported that a draft of the new Personnel Policy was forwarded to the Council for review, and is requesting any comments/changes/questions be forwarded to her prior to the February 8, 2017 Council Meeting.

E. Emergency Preparedness Review

Disbrow reported that the City's FEMA Grant Package has been submitted to Yamhill County Emergency Management and will be submitted to the Yamhill County Commissioners for review, and will be forwarded to the State early next week. Brian Young has been hired for the Yamhill County Emergency Manager position, and was formerly with the Yamhill Sheriff's Office.

Disbrow also reported that the next E.O.C. work group meeting will be 9:00am, Friday, January 20, 2017, which includes the Mayor, Councilor Disbrow and City Staff. Also, an E.O.C. full day documentation page turning work session is scheduled for Thursday, March 23, 2017, as well as a workshop the week of April 17th, 2017 with All Hands Consulting.

10. INFORMATION/ANNOUNCEMENTS:

- A. Receive 2017-2018 Fiscal Year Budget Calendar.
- B. OLCC License renewal list- informational only
- C. Vacancies: Planning Commission – 1 member
Budget Committee - 3 members
Applications are available at City Hall

11. ADJOURNMENT: 8:20PM

Motion by Disbrow that the meeting adjourn at 8:20PM.
The motion carried by unanimous vote.

Respectfully submitted,

Paula Terp
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder