



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, January 12, 2022, 7:00 P.M.  
MINUTES**

**REGULAR MEETING**

**THIS MEETING WAS A TELECONFERENCE**

**1. CALL TO ORDER: Roll Call**

Present by Teleconference: Mayor Yvette Potter, Councilors: Kay Echaury, Marci Hedin, Tim Askey, and Andrew McMullen

Staff Present by Teleconference: Greg Graven, Chief of Police; Jason Wofford, Facility Manager; Sharon Bregante-Candau, Administrative Clerk; Walt Gowell, City Attorney; and Petra Schuetz, Interim City Administrator.

**2. PUBLIC COMMENT:**

Public comment was received.

**3. PRESENTATIONS & APPOINTMENTS:**

**A. Yamhill Downtown Association (YDA)**

No one was present to report.

**B. Water Advisory Committee**

Motion by Echaury, seconded by Askey, to approve leak detection for \$1,100.

Roll call: Ayes: Potter, Hedin, Echaury, Askey, and McMullen  
Nays: None

The motion carried.

Motion by Echaury, seconded by Askey, to approve the water conservation plan project for \$24,000 and look at the budget to allocate SDC funds.

Roll call: Ayes: Potter, Hedin, Echaury, Askey, and McMullen  
Nays: None

The motion carried.

Motion by Echaury, seconded by Askey, to request the City Attorney review the revisions made by the Water Advisory Committee to the 3.54 Water Conservation Regulations Municipal Code.

Roll call: Ayes: Potter, Hedin, Echaury, Askey, and McMullen  
Nays: None

The motion carried.

**4. UNFINISHED BUSINESS:**

A. Approve changes to NW Tech Support contract.

Motion by Echaury, seconded by Hedin, to approve the NW Tech Support contract as amended.

Roll call: Ayes: Potter, Hedin, Echaury, Askey, and McMullen  
Nays: None

The motion carried.

**5. NEW BUSINESS:**

A. Consider applications for the Budget Committee.

Mike Wofford, Jay Disbrow, Robert Davis and Rick Ulrick spoke and answered questions from the Council.

Motion by Echaury, seconded by Askey, to appoint Paula Terp to the Budget Committee.

Roll call: Ayes: Potter, Echaury, and Askey  
Nays: McMullen and Hedin

The motion carried.

Motion by Echaury, seconded by Potter, to appoint Mike Wofford to the Budget Committee.

Roll call: Ayes: Potter, Echaury, and Askey  
Nays: McMullen and Hedin

The motion carried.

Motion by McMullen, seconded by Askey, to appoint Robert Davis to the Budget Committee.

Roll call: Ayes: Askey, McMullen, and Hedin  
Nays: Potter and Echauri

The motion carried.

B. Approve light at the corner of S Hemlock & E 2nd St.  
Bregante-Candau spoke to the staff report for this agenda item.

Motion by Askey, seconded by Echauri, to approve the light at the corner of S Hemlock and E 2<sup>nd</sup> St.

Roll call: Ayes: Potter, Echauri, Askey, McMullen, and Hedin  
Nays: None

The motion carried.

6. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*

- A. Approve Council Minutes
  - (1) Regular Session – October 13, 2021
- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO-22-017 – Xylem – \$1,248.00 – Installation of submersible pump at effluent pond.

Motion by Echauri, seconded by Askey, to approve the Consent Agenda.

Roll call: Ayes: Potter, Hedin, Echauri, Askey, and McMullen  
Nays: None

The motion carried.

7. **DEPARTMENT/COMMITTEE REVIEW/REPORTS:**

A. Police Review– Chief Graven – Monthly report in packets.  
Chief Graven had nothing to add.

B. Public Works Review – Jason Wofford, Facilities Manager  
Wofford reported that the water plant was still having an inflow of 440 gpm, that they only had one alarm during the storm due to the influent valve not responding to the SCADA system, the wastewater plant is still discharging 300 to 315 gpm, 99% kill rate in the effluent, still taking in a heavy amount of I & I (inflow and infiltration) of about 400,000 to 450,000, receiving bids from a contractor on pressure grouting on some major lines that

are the most problematic, working on fixing hydrant, some jetting done on 3<sup>rd</sup> St., jetted and cleaned out the col le sac on 2<sup>nd</sup> St, pressure washing and steam cleaning the curbs, basic maintenance at the park, and tree removal on Quince St.

Wofford would like to put a flagpole donated from the Y-C High School at Public Works in the garden area.

Motion by Echaury, seconded by McMullen, to approve installing the flagpole donated by Y-C High School at Public Works.

Roll call: Ayes: Potter, Hedin, Echaury, Askey, and McMullen  
Nays: None

The motion carried.

C. City Administration Review – Petra Schuetz, Interim City Administrator  
Schuetz would like to provide a consolidated staff report in writing in the future. Schuetz reported the budget looks like it is on par for the second quarter except for Legal Services. Schuetz is working on setting up 1-1's with staff and councilors and is meeting with the Yamhill Neighborhood Association. Schuetz will be looking at the police department's camping ordinance for the February City Council meeting and potentially the Log Jam project.

Potter asked about the budget calendar in regard to the appointment of a budget officer, Schuetz explained that this is a formal process that happens annually. Schuetz will also have a schedule of the budget meetings for February's City Council meeting.

Bregante-Candau gave a brief status of what was going on the grants that had been applied for and will share with Council the response from Betsy Emery, Senator Merkley's Office in regard to the Congressional Grant.

- (1) Budget Calendar 2022-2023
- (2) Holiday Schedule 2022
- (3) Planning Commission Meeting Schedule 2022
- (4) Municipal Court Schedule 2022

D. Mayor Review

- (1) Police Chief Salary

Motion by Echaury, seconded by Askey, to approve a 1.55% increase for Chief Graven retroactive to 7/1/2021 as approved in the 2021-2022 budget.

Roll call: Ayes: Potter, Hedin, Echaury, Askey, and McMullen  
Nays: None

The motion carried.

E. Council Review

Askey will be meeting with Jonathan's family to review the designs for the sign for the new park at the Yamhill Park Estates subdivision.

Hedin mentioned a seismic grant that the City could potentially apply for. Bregante-

Candau will check into this grant because Bregante-Candau didn't believe that the City's building would qualify because it was a combined City Hall and Police Department.

**8. INFORMATION/ANNOUNCEMENTS:**

A. City Offices will be closed Monday, February 1, 2022, for the President's Day holiday.

**9. PUBLIC COMMENT:**

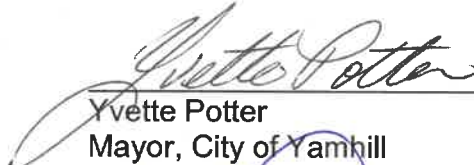
Public comment was received.

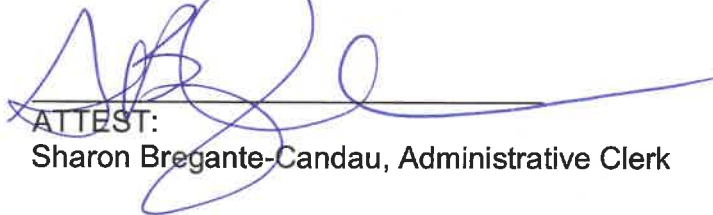
**10. ADJOURNMENT: 8:40 PM**

Motion by Echaury that the meeting adjourn at 8:40 PM.

The motion carried by unanimous vote.

Respectfully submitted,

  
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Yvette Potter  
Mayor, City of Yamhill

  
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ATTEST:  
Sharon Bregante-Candau, Administrative Clerk