



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, January 13, 2021 7:00 P.M.
MINUTES

THIS MEETING WILL BE A TELECONFERENCE

REGULAR MEETING
CONVENE 2020 COUNCIL

1. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 7:00 PM via the Teleconference.

Present by Teleconference: Mayor Yvette Potter, Councilors; Jay Disbrow, Kay Echaury, Tim Askey and Marci Hedin.

Excused Absence: Councilor Morgann Gilmore

Staff Present by Teleconference: Lori Gilmore, City Recorder; Greg Graven, Police Chief; Jason Wofford, Facility Manager; and Sharon Bregante-Candau, Administrative Clerk.

2. CONSENT AGENDA

- A. Financial Statements
- B. Approve Council Minutes
 - (1) Regular Session – December 9, 2020

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

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

The motion carried.

ADJOURN 2020 CITY COUNCIL

Motion by Echaury, seconded by Disbrow, that the 2020 meeting adjourn. The motion carried, and the meeting adjourned at 7:04 P.M.

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

The motion carried.

SWEARING IN OF MAYOR

Mayor Yvette Potter

SWEARING IN OF CITY COUNCILORS

Councilor Tim Askey
Councilor Marci Hedin

City Recorder Gilmore administered the oath of office to newly re-elected Mayor Yvette Potter, re-elected Councilor Tim Askey and newly elected Councilor Marci Hedin. Mayor Potter and Councilors Askey and Hedin will take their place at the Council dais for future meetings.

CONVENE 2021 COUNCIL

3. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 7:08 PM via the Teleconference.

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

Excused Absence: Councilor Morgann Gilmore

Staff Present by Teleconference: Lori Gilmore-City Recorder; Greg Graven-Police Chief; Jason Wofford-Facility Manager and Sharon Bregante-Candau-Administrative Clerk.

4. PUBLIC HEARING:

- A. Public Hearing on establishing standards for small wireless facilities in the rights-of-way in the City of Yamhill.

Mayor Potter opened the Public Hearing at 7:10pm for the proposed amendments establishing standards for small wireless facilities in the rights-of-way in the City of Yamhill, Oregon, adding Chapter 12.20 to Title 12 of the Municipal Code. Potter asked if there were any objections to jurisdiction. None followed.

Mayor Potter noted that there were no public questions or testimony.

Mayor Potter closed the Public Hearing at 7:12pm and asked for Council's deliberation.

Council consensus is to approve the proposed amendments and move forward with considering the adoption of Ordinance No. O-531.

- B. Following closure of the public hearing, consider the following Ordinance:

ORDINANCES:

FIRST READING:

- A. Consider adopting Ordinance O-531 an Ordinance of the City of Yamhill establishing standards for small wireless facilities in the rights-of-way in the City of Yamhill, Oregon. Ordinance No. O-531 will be available. Ordinance posted: January 4, 2021 (Charter Chapter IV, Section 16(b).)

Mayor Potter made motion for the reading of O-531 to be read by title only.
Councilor Echauri read Ordinance O-531, by title only, for the first time.
Councilor Echauri read Ordinance O-531, by title only, for the second time.

Motion by Echauri to approve Ordinance O-531 seconded by Askey to adopt Ordinance O-531 an Ordinance of the City of Yamhill establishing standards for small wireless facilities in the rights-of-way in the City of Yamhill, Oregon.

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

The motion carried.

ORDINANCE NO. 531
AN ORDINANCE ESTABLISHING STANDARDS FOR SMALL
WIRELESS FACILITIES IN THE RIGHTS-OF-WAY IN THE CITY
OF YAMHILL, OREGON

SECOND READING:

A. None Scheduled.

5. PUBLIC COMMENT:

Councilor Jay Disbrow said his farewells and was thanked by Potter and Echauri for his many years of service for the community serving on City Council.

6. PRESENTATIONS & APPOINTMENTS:

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

Councilor Askey nominated Kay Echauri for Council President, Echauri accepted.

Motion by Askey, seconded by Potter, to appoint Kay Echauri for Council President.

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

The motion carried.

B. Budget Officer – one-year appointment – Lori Gilmore–2021/2022 budget year.

Motion by Echauri, seconded by Potter, to approve the appointment of Treasurer Lori Gilmore as Yamhill City Budget Officer for the 2021/2022 budget year.

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

The motion carried.

- C. Budget Committee – Rocky Losli re-appointment- three-year term expires December 31, 2023.

Motion by Echaury, seconded by Potter to approve the re-appointment of Rocky Losli to the Budget Committee.

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

The motion carried.

- D. Planning Commission - Ken Moore re-appointment – 2-year term expires December 31, 2022.

Motion by Echaury, seconded by Potter to approve the re-appointment of Ken Moore to the Planning Commission.

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

The motion carried.

7. UNFINISHED BUSINESS:

- A. Consider approving Sub-Recipient Grant Agreement between the Yamhill Downtown Association and Yamhill County.

Continued from the November 18, 2020 Council Meeting, the Yamhill Downtown Association (YDA) is diligently working through the process to attain their 501-(C)(3) non-profit status and submitted paperwork and payment almost eight-months ago to the IRS. The YDA has applied for a \$5,000.00 Covid-19 Recovery grant through Yamhill County, which they received, and has asked the City to help with administration of the Grant. The provided intergovernmental agreement has been reviewed by City Attorney Gowell.

Explanation provided by Phillip Higgins at Potter’s request for Echaury. Askey questioned if this would cause any issues with any other grants the City has received or was working on and it was clarified that this would not cause any issues.

Motion by Echaury, seconded by Potter to approve the Sub-Recipient Grant Agreement between the Yamhill Downtown Association Yamhill County and authorize Mayor Potter to sign agreement.

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

The motion carried.

- B. Consider approving Access Agreement for 185 Maple Street and authorize the Mayor to sign agreement.

Continued from the November 18, 2020 Council Meeting, the City has been working with the Yamhill County Commissioners to have Yamhill County sell the repossessed property at 185 Maple Street to the City. The Commissioners have agreed to work with DEQ to begin the clean-up of the property and remediation could start next Spring. The County will have access to grant funding through the EPA that the City would not have that same access. In the interim, it is recommended that the City obtain a mutual written access agreement with the County for the purposes of performing routine maintenance and weatherization for preservation until such time as the City takes permanent possession of the property. It was noted that City Attorney Gowell would review the Access Agreement and advise before moving forward.

Attorney Gowell has provided an approved Access Agreement for review by the Council. At Potter's request, Phillip Higgins provided an explanation of what the agreement was. Potter stated that the price of the property is approximately \$40,000 according to the County's initial offer. Potter also stated that the City would be providing maintenance and liability insurance in the interim while DEQ is performing its remediations and that this would be the City's responsibility to put in at this time and it would open up the opportunity to purchase this property once all has been completed.

Motion by Echaury, seconded by Hedin, to approve the access agreement for 185 Maple Street and authorize Mayor Potter to sign agreement.

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

The motion carried.

8. NEW BUSINESS:

- A. Consider adopting Resolution No. R-779, a resolution approving and authorizing execution of a Municipal lease for a Police Vehicle.

Motion by Echaury, seconded by Hedin, to adopt Resolution R-779, a resolution approving and authorizing execution of a Municipal Lease for a Police Vehicle.

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

The motion carried.

RESOLUTION NO. R-779
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
APPROVING AND AUTHORIZING EXECUTION OF A MUNICIPAL LEASE.

- B. Consider approving Small City Allotment Program Grant Agreement and authorize Mayor Potter to sign agreement.

At Potter's request, Bregante-Candau provided an explanation that the Small City Allotment Program grant will be providing the funds to add the small segment of sidewalk that is missing on First Street between South Olive Street and Hwy 47. Bregante-Candau further explained that this project includes an installation of a fire hydrant which is not covered by this grant but will be funded by the City.

Motion by Echauri, seconded by Hedin, to approve the Small City Allotment Program Grant Agreement and authorize Mayor Potter to sign agreement.

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

The motion carried.

9. CONSENT AGENDA:

A. Approve the following Purchase Orders:

- (1) PO # 21-017 -Accu-Tech Automotive - \$ 1,297.00 - PW vehicle repair
- (2) PO # 21-018 –CSA Software Solutions- \$1,000.00- CenterPoint Accounting Software -Admin Dept
- (3) PO # 21-019- LEHR - \$3,414.00 – PD- Laptop Docking
- (4) PO # 21-020 – Dell Marketing - \$9,843.06-PD- Rugged Laptops
- (5) PO # 21-021 – Pike Awning Co - \$ 1,825.00- City Hall Awnings

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

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

The motion carried.

10. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

At Potter's request, Phillip Higgins was asked to give a report on the Yamhill Downtown Association (YDA), being a member of the association's board. Higgins explained that they are focusing on the projects that were specified with the received County Grant, the nature trail by the water treatment plant, and events that don't require gatherings of people during this restricted time.

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

Graven reported things were going well and if anyone had any questions about his monthly report, he could take those questions. There were no questions.

B. Public Works Review

Wofford provided a monthly report verbally.

Wofford reported that between staff and contractors they; rearranged the rain drainage at City Hall, set forms to pour some sidewalks, patched 10 City potholes, replaced some signs around town, jet and vac'ed approximately 400' of storm drain and manholes, drilled

24 new holes for flag posts, power washed the park bathrooms, and made a sand bag depot for the public.

Wofford provided Malis' verbal report for him. The transmission line is 100% complete with new water meters installed along the new line. Malis' and his team have also been working on fire flow tests and month end reports.

Potter added that the new water meters would be installed by the developer at Yamhill Park Estates and that Public Works will be gradually installing water meters throughout the City because of the expense of the water meters.

Wofford expressed concerns about the stormwater system and how it was being overloaded and was in need of maintenance and upgrades. Potter requested that Wofford expand on the stormwater issue near Yamhill Park Estates. Wofford reported that Yamhill Park Estates had tied into the stormwater system at the hazelnut fields with no one having knowledge that they were doing that. This has overloaded the stormwater system by 500 GPM. The stormwater lines were stagnant because the lagoons were at full capacity which caused stress on them because they weren't built for this capacity. Also there has been stormwater backing up onto the resident's property in various locations around the City because the culverts haven't been cleaned and flushed out. Potter reported that she had advised Wofford to check into the costs of equipment to clear out culverts because this is in need of immediate attention.

Wofford also mentioned a monthly fee for stormwater that could be added to the utility bills. Bregante-Candau also agreed that this monthly fee is beneficial if the City wanted to pursue grants and/or loans for funding for stormwater projects because it shows a continual source of income to either maintain upgrades and/or show income to pay back loans.

C. Mayor/Administration Review-

- (1) Consider pay increase for six-month review- Administrative Clerk effective January 10, 2021.

City Recorder Gilmore completed Sharon Bregante-Candau's six-month performance evaluation for the Administrative Clerk Position and feels she is doing a great job and would like to recommend a 3.5% increase for Sharon.

Echauri made motion, seconded by Potter to approve 3.5% pay increase for Administrative Clerk, Sharon Bregante-Candau, increase retro-active to January 10, 2021.

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

The motion carried.

City Recorder Gilmore asked if Hedin had another nomination for the Budget Officer or if there was an issue regarding her voting nay to City Recorder's Gilmore's appointment to the budget officer. Hedin responded that she thought that Council should have handled the "Accept postponement of retirement resignation from City Recorder/Treasurer" first before voting on the appointment of the budget officer.

- (2) Accept postponement of retirement resignation from City Recorder/
Treasurer.

City Recorder Gilmore explained reasoning for the postponement after a previous meeting was held with the Mayor and her staff. During that meeting, Gilmore agreed that she would continue in her position for a minimum of 6-months. Council consensus was in approval.

City Recorder Gilmore reported that the Water Rate increase of 17% will need to be implemented by July 1, 2021 and that a resolution will be put in place for this and asked how the Council would like to inform the public of this increase. Council decided this would best be conveyed in a townhall meeting with the same presenter that presented initially when the City applied for the loan to do the main transmission project around the April to May timeframe and advertise this as an informational meeting. This water increase percentage was determined by the debt to income ratio for the main transmission line project loan, needing backup funding for water emergencies and was researched by the contracted company who compiled the water master plan.

Mayor Potter recommended liaison assignments of Councilors to each Department Head:
Chief Graven PD – Askey
Jason Wofford PW – M. Gilmore
Bernie Malis PW – Echaui
Lori Gilmore Admin – Hedin

Potter would like the Councilors to do the performance reviews of each of the Department Heads they've been assigned to in the May/June timeframe this year. Each of the Councilors accepted these assignments except for Councilor Gilmore who was absent. Potter asked Wofford to contact Councilor Gilmore and let her know about the assignment.

Potter stated that February 20th will be the City's 130th anniversary and asked Councilors for ideas on how to recognize and celebrate this. They would like to do a City Parade in cars with the Fire and Police Departments participating. They might have signs on the vehicles pointing out interesting facts about the City. Potentially a banner over Hwy 47, if ODOT permits it. Potter asked Fire Chief Jensen to check into this. Echaui will check with the school district about the banners that they have. YDA will be doing a historic information contest through their website with gift cards as prizes.

D. Council Review
None Received.

E. Emergency Preparedness Review

Potter invited Councilors to fill the Emergency Preparedness Officer position now that Jay Disbrow is no longer on Council and in that position. Notice to be received by the next City Council meeting.

11. INFORMATION/ANNOUNCEMENTS:

- A. Receive 2020-2021 Fiscal Year Budget Calendar
- B. OLCC License renewal list- informational only
- C. Vacancies: Budget Committee - 2 members -
Planning Commission – 1 member - Applications are available at City Hall.
- D. All Staff / Council work session, January 27, 2021 3:30pm.

12. ADJOURNMENT: 8:25PM

Motion by Echauri that the meeting adjourn at 8:25PM.

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder