

**LOCATION: Council Chambers**  
**DATE: January 14, 2026**  
**TIME: 6:30 p.m.**

# CITY COUNCIL MEETING MINUTES

**I. CALL TO ORDER** Mayor Corrigan called the meeting to order at 6:33 p.m.

---

**ROLL CALL**

**Present, In-Person:** Mayor Shea Corrigan  
Councilors: Tim Askey, Kim Kind, Chris Featherston, Patty Pairan

**Staff Present, In-Person:** Chief Greg Graven, Police Department.  
Jason Wofford, Public Works Facilities Manager; Kara Corrigan, Financial Manager; Angie Fowler, City Recorder

---

**II. FLAG SALUTE** The mayor led the Pledge of Allegiance.

---

**III. PUBLIC COMMENT** There was no public comment.

---

**IV. AGENDA UPDATES OR ADDITIONS**

There was a correction made to the agenda that was originally posted. The incorrect resolution number for a plan of action to the Secretary of State was listed on the agenda... This was corrected from R2026-846 to R2026-845.

Additionally, a council report regarding a beaver at Jane Heinrich Park was added to the agenda.

---

**V. CONSENT AGENDA**

A) [12-10-2025 City Council Meeting Minutes](#)  
B) [12-23-2025 Special Council Meeting Minutes](#)

**A MOTION TO ACCEPT THE COUNCIL MINUTES FOR THE MONTH OF DECEMBER.**

---



**ROLL CALL:** Motion introduced by Chris Featherston and seconded by Kim Kind

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**

**VI. OATHS**

A) Christopher Livingston, Police Officer

Christopher Livingston took his Oath, joining the Yamhill Police Department as a full-time officer.

**VII. ORDINANCE HEARINGS**

A) DO 24-03 An Ordinance Amending Yamhill Municipal Code, Creating Section 10.66, Exterior Lighting Standards, and Amending Chapter 10.08, Definitions

The mayor read the ordinance by title, opened the public hearing, and outlined the procedures. He then turned the floor over to the City Planner to read the staff report.

The council asked the staff questions, and the floor was then opened for public testimony. No written testimony was received.

The council deliberated the Planning Commission's recommendation and noted that a modification be made to the staff report for consistency with timelines in regard to non-conforming uses.

**A MOTION TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION APPROVING THE PROPOSED AMENDMENTS AS AMENDED.**

**ROLL CALL:** Motion introduced by Tim Askey and seconded by Patty Pairan

**Ayes (4):** Askey, Corrigan, Kind, Pairan

**Nays (1):** Featherston

**The motion carried.**

B) DO 25-04 An Ordinance Amending Yamhill Municipal Code, Repealing Chapter 1.08, Council Rules, Established in O-431.



The mayor opened the hearing and read the ordinance by title.

The City Recorder gave the council a brief verbal report on how this is to update the council rules and bring the council rules in line with the city charter by repealing the ordinance and establishing the rules by resolution.

Public comment was received from Robert Davis

**I MOVE TO APPROVE ORDINANCE O-547, AN ORDINANCE BY THE CITY OF YAMHILL CITY COUNCIL AMENDING YAMHILL MUNICIPAL CODE REPEALING CHAPTER 1.08, COUNCIL RULES ESTABLISHED IN 0-431.**

**ROLL CALL:** Motion introduced by Tim Askey and seconded by Patty Pairan

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**

**VIII. DEPARTMENT REPORTS**

A) Administration

Interim City Administrator, Mayor Corrigan, thanked Councilor Featherston for the lead on the Kelly Realty Christmas decorations that will be donated to the city.

He noted that the water contracts are complete and have been sent to legal, as well as the RFP for engineering. He worked on the sample motions and scripts and worked with the EDC on their downtown tree project.

B) City Staff Reports

1) City Recorder, Angie Fowler, update the council on the Electronic Record System Requirements 2026, the parks master plan progress, and the posted budget committee recruitment online.

2) Financial Manager, Kara Corrigan, discussed the current monthly financials with no major concerns. She additionally reported on the city's FY24-25 audit results. Noting that the deficit in the general fund was 200K, which was less than the 300k we expected. The difficult decisions made last year, along with some circumstantial situations, have us forecasting to start this year at around 40K positive in the general fund.



Due to the deficiencies in the FY24/25 Budget, it was recommended that we respond to the Secretary of State with a Plan of Action, and she requested that the council approve a resolution for a plan of action.

**I MOVE TO APPROVE R2026-846 A RESOLUTION AUTHORIZING ACCEPTANCE OF A PLAN OF ACTION FOR THE SECRETARY OF STATE REGARDING THE 2024/25 FISCAL YEAR BUDGET.**

**ROLL CALL:** Motion introduced by Tim Askey and seconded by Kim Kind

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**

C) Police Department

Chief Greg Graven provided staff reports and statistical information for last month and asked the council if they had any questions.

Councilor Featherston inquired why the FTEP hours were not reporting over onto the staff report. He noted that they were tracked in a different way than where they are pulled for the staff report, and he did not want to guess the number of hours, so it was left blank.

D) Public Works

Jason Wofford, Public Facilities Manager, added to what he included in the packet. He informed the council that public works is undergoing an asset management overhaul of all civil infrastructure. They are mapping which pumps, parts, and contractors are tied to each facility, documenting, and sharing all processes and procedures.

He noted recent wind and rain events causing heavy loading on wastewater lagoons. Despite the recent weather conditions, the lab results were coming back within acceptable limits, and the new disinfection building was allowing for longer running times and reducing staff hours.

He reported the following projects as closed out: Disinfection Building and Ellie's Garden

He included in the packet a request for the council to allow Beulah Park Bathrooms to be closed/winterized for the winter with an ADA porta-potty placed until the weather permits better leak detection.

**I MAKE A MOTION THAT WE TURN OFF THE PARK RESTROOMS AND GET THE PORTA-POTTY UNTIL THE WEATHER GETS BETTER AND PUBLIC WORKS CAN DETERMINE THE SOURCE OF THE LEAK.**

**ROLL CALL:** Motion introduced by Chris Featherston and seconded by Kim Kind

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**

---

**IX. COMMITTEE REPORTS**

A) Planning Commission

Shawn Freilinger, Planning Chair, was absent. The recorder updated the council that the planning commission reviewed a variance at their last meeting. It was denied. The required decision notices were sent out, and the appeal period had ended.

B) Economic Development Committee

Jenny Morrison, EDC Chair, was absent. Mayor Corrigan gave the council a brief update on their work regarding trees downtown and inventorying historic buildings.

---

**X. COUNCIL REPORTS**

A) Mayor

There were no further reports from the mayor.

B) Council

Councilor Askey reported on seeing a Beaver at Jane Heinrich Park Nature Trail in the creek. It was proposed that we name the beaver, understanding that there is a possibility that a beaver in the creek can become an issue. It was proposed that we embrace him until such time as the beaver becomes an issue and name the Yamhill Nature Trail Beaver "Jeff."

**I MAKE A MOTION THAT WE NAME THE YAMHILL NATURE TRAIL BEAVER JEFF.**



**ROLL CALL:** Motion introduced by Tim Askey and seconded by Patty Pairan

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**

**XI. NEW BUSINESS**

A) R2026-846 A Resolution Adopting Council Rules of Procedure for Meetings, Proceedings, and Business

**I MOVE TO APPROVE R2026-846 A RESOLUTION ADOPTING COUNCIL RULES OF PROCEDURE FOR MEETINGS, PROCEEDINGS, AND BUSINESS.**

**ROLL CALL:** Motion introduced by Kim Kind and seconded by Chris Featherston

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**

B) Non-Exempt Status for Police Chief Position Discussion/Vote

It was discussed that previously, during an interim City Administrator's tenure, the police chief's status as a non-exempt employee was changed to exempt. The mayor felt that this needed to be reexamined.

The council asked questions regarding duties and other police departments, and discussed.

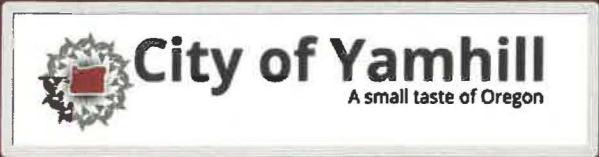
**I MOVE TO RESTORE THE POLICE CHIEF POSITION TO NON-EXEMPT STATUS, EFFECTIVE IMMEDIATELY.**

**ROLL CALL:** Motion introduced by Chris Featherston and seconded by Kim Kind

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**



**LOCATION: Council Chambers**  
**DATE: January 14, 2026**  
**TIME: 6:30 p.m.**

C) Recology Western Oregon Franchise Emergency 6 Mo. Franchise Agreement Extension

Our annually renewed franchise agreement with Recology had a sunset clause in it and expired this week. They have asked for a six-month extension to the contract we are currently under. McMinnville is currently having its lawyers update their Recology contract, which will be a "road map" for most cities, with just some terminology changes that will make it a little more timeless. We are asking the council to approve an emergency six-month extension until this is complete.

**I MOVE TO APPROVE THE RECOLOGY WESTERN OREGON FRANCHISE EMERGENCY SIX-MONTH FRANCHISE AGREEMENT EXTENSION.**

**ROLL CALL:** Motion introduced by Tim Askey and seconded by Kim Kind

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**The motion carried.**

D) Nomination and Selection of Council President 2026

**Kim Kind nominated Tim Askey**

**Councilor Askey accepted the nomination.**

**There were no further nominations.**

**Ayes (5):** Featherston, Askey, Corrigan, Kind, Pairan

**Nays (0):** None

**Tim Askey continues as the Council President for 2026**

---

**XII. INFORMATION/  
ANNOUNCEMENTS**

- A) Reminder for Council to Ensure they have Completed OGEC Public Meetings Training within their Term
- B) Reminder to Complete ALL Volunteer Hours Reporting for 2025 by January 31<sup>st</sup>.
- C) City Hall Closed January 19<sup>th</sup> for MLK Jr. Day.

---

**XIII. ADJOURNMENT**

The meeting adjourned at 7:58 p.m.



**City of Yamhill**  
A small taste of Oregon

**LOCATION: Council Chambers**

**DATE: January 14, 2026**

**TIME: 6:30 p.m.**

Signed,

\_\_\_\_\_  
Shea Corrigan  
Mayor, City of Yamhill

Attest:

\_\_\_\_\_  
Angie Fowler, City Recorder