



**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, January 9, 2019 7:00 P.M.
MINUTES**

CONVENE 2018 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, Potter, and Echaury

Excused Absence: Councilor Gray

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

2. CONSENT AGENDA:

- A. Financial Statements
- B. Approve Council Minutes
(1) Regular Session – December 12, 2018

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

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

The motion carried.

ADJOURN 2018 CITY COUNCIL

Motion by Echaury, seconded by Disbrow, that the 2018 meeting adjourn. The motion carried, and the meeting adjourned at 7:03 P.M.

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

The motion carried.

SWEARING IN OF MAYOR

Mayor Yvette Potter

SWEARING IN OF CITY COUNCILORS

Councilor Kay Echaury
Councilor Morgann Gilmore

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

CONVENE 2019 COUNCIL

3. CALL TO ORDER: Roll Call

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

Present: Mayor Potter and Councilors, M. Gilmore and Echaury

Excused Absence: Councilor Gray

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

4. FLAG SALUTE:

Mayor Potter led the flag salute with all those present participating.

5. PUBLIC HEARING:

- A.** Public Hearing on a proposed Supplemental Budget on the 2018-2019 Fiscal Year Budget.

Mayor Potter opened the public hearing and asked for testimony.

Mayor Potter asked for any final comments concerning the budget. Potter closed the public hearing at 7:14PM.

- B.** Following closure of the public hearing, consider the following item related to the 2018-2019 Fiscal Year Budget.
- (1) Resolution R-760 -adopting a supplemental budget for the Fiscal Year ending June 30, 2019.

Treasurer Gilmore provided a staff report recommending authorizing transfers for the General Fund for Timber appropriations, transfer of contingency in the Economic Development Fund to the Water Debt Service Fund, with appropriations of the Debt Service requirement. The Timber line item in the General Fund is anticipated to have more cost than projected, due to the Timber Harvest being completed and Bond Deposits need to be refunded back to the Mills in the amount of \$83,992.00. Two Mills paid the City directly instead of splitting the contracted payment between the City and Jackson Logging, and the City will need to reimburse Jackson Logging for those expenses of \$44,045.58. Garner Timber Services will also need to be paid \$18,430.00 for services provided from October 2018 until December 31, 2018.

The Water Debt Service Fund will need to be increased by \$85,000.00 for the Debt Service Requirement line item in order to cover the loan pay off for the 2000 Water Loan that is a requirement for the approval of the loan for the Water Transmission Line Project Loan. The revenue for the Water Debt Service Fund will be transferred from Contingencies in the Economic Development Fund in the amount of \$85,000.00 and will be transferred back in the Fiscal Year 2019/2020 by the General Fund.

Motion by Echaury, seconded by M. Gilmore, to adopt Resolution No. R-760 adopting a Supplemental Budget for the Fiscal Year ending June 30, 2019.

Roll call: Ayes: Potter, M. Gilmore and Echaury
Nays: None

The motion carried.

RESOLUTION NO. R-760
A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2019.

6. PUBLIC COMMENT:

Jay Disbrow reported that he was asked by some property owners to address the Council with their concern regarding the increase in the City's system development charges. The concern stated that owners have been unable to sell lots with potential buyers backing out due to costs. The owners agree that SDC's needed to increase but an incremental increase. They believe it could be a negative impact on the City as the City will continue to only receive property taxes on vacant lots; will not receive any SDC fees; and will not receive any additional tax revenue from new building. The owners requested that the Council reconsider the SDC rate increase.

It was noted that the property owners were not named, and the property locations were not specified.

The resolution amending the City of Yamhill's SDC's was adopted June 13, 2018 after completing a study and completing methodology requirements that included public hearings prior to the adoption.

7. PRESENTATIONS & APPOINTMENTS:

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

Mayor Potter nominated Kay Echaury for Council President.

Motion by M. Gilmore, seconded by Echaury, to appoint Kay Echaury for Council President.

Roll call: Ayes: Potter, M. Gilmore and Echaury
Nays: None

The motion carried.

- B. Budget Officer – one-year appointment – Lori Gilmore – 2019/2020 budget year.

Motion by Echaury, seconded by Mayor Potter, to approve the appointment of Treasurer Lori Gilmore as Yamhill City Budget Officer for the 2019/2021 budget year.

Roll call: Ayes: Potter, M. Gilmore and Echaury
Nays: None

The motion carried.

- C. Budget Committee – Consider appointment of Paula Terp - three-year term (Term expires December 31, 2021)

Motion by Echaury, seconded by M. Gilmore, to appoint Paula Terp to fill the Budget Committee position, term expiring December 31, 2021.

Roll call: Ayes: Potter, M. Gilmore and Echaury
Nays: None

The motion carried.

- D. Budget Committee – Consider re-appointment of Chuck Mitchell - three-Year term (Term expires December 31, 2021)

Councilor Echaury stated some concerns with past experiences with Mitchell on the Budget Committee.

Motion by Echaury, seconded by M. Gilmore to approve the re-appointment of Chuck Mitchell to the Budget Committee.

Roll call: Ayes: None
Nays: Potter, M. Gilmore and Echaury

The motion did not carry.

8. UNFINISHED BUSINESS:

- A. Updated information regarding the booster water pump station.

Richard Howard wanted to clarify some miscommunications regarding the Booster Pump Station and how it relates to the agreement between the Yamhill/Carlton School District and the Yamhill Fire District for the occupancy of the School's CTE Dome. Howard reiterated that the City is not part of the agreement that states the School District understands that the City plans to put in a Booster Pump Station until such time as a new water transmission line can be installed. The State Fire Marshall and the Yamhill Fire District granted the School District temporary occupancy of the CTE Dome

with the stipulation that the required fire flow, be met within a year. If the City votes to not install the Booster Pump Station at this time because the timeline for the installation of the new Transmission Line from the water plant to town is scheduled for completion by December 31, 2021, the City still would not be part of the agreement and the School District would need to meet other conditions in the agreement to continue occupancy. While the Council is determining whether to install the Booster Pump for the short duration needed, any communication between the City and the Fire District as to what the State Fire Marshall will allow for the School District timeline is only a discussion currently and not final.

9. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

A. None Scheduled

10. NEW BUSINESS:

A. Consider applications to fill the vacant City Council Position. (Term expires 12/31/2020)

A Council position opening has been available after the election of Yvette Potter as Mayor. At the November 14, 2018 Council Meeting, council's consensus was to set a deadline of December 31, 2018 to accept Council position applications and consider received applications for the vacant City Council Position at the January 9, 2019 Council Meeting. One application was received for Jay Disbrow.

Echauri made motion, seconded by M. Gilmore to approve the appointment of Jay Disbrow for the vacant City Council Position, term expiring December 31, 2020.

Roll call: Ayes: Potter, M. Gilmore and Echauri
Nays: None

The motion carried.

City Recorder Gilmore administered the oath of office to newly appointed Councilor Jay Disbrow and Disbrow took his place at the Council dais.

B. Review and approve Timber expense disbursements.

Richard Howard provided spreadsheets showing the final tally of the 2018 Logging Harvest. The information shows the load tickets for each mill and what the City was paid and what Jackson Logging was paid. The total amount paid for the entire logging operation totaled \$1,126,386.00; the actual total money due to the City minus the loggers' portion and minus payment bonds, will net the City \$783,153.33.

Motion by Echaury, seconded by Disbrow to authorize payments in the amount of approximately \$148,000.00 for the payments to Jackson Logging, Garner Timber Services and the Timber Mills bond deposit refunds. This amount was included in the Supplemental Budget approved at tonight's meeting.

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

The motion carried.

Councilor Disbrow commented that he would like to give special recognition to our City Attorney Walt Gowell, Public Works Superintendent Richard Howard, Treasurer Lori Gilmore and Steve Garner Timber Services for the exceptional job that was done completing this project.

C. Consider RV Permit application for 410 E. Third Street.

A RV Permit application has been received from the property owners at 410 E. Third Street. The request is to have the owner's son live in the RV due to a possible hardship of a parent.

The applicants were not in attendance. Councilor Echaury questioned if the permit is for the son that has lived in the residence for many years. There was discussion regarding why there is no longer room for the son in the home and that the Yamhill Municipal Code does not make exceptions for a hardship. Any placement of the RV is subject to the provisions set forth in YMC Section 10.84.030. Discussion continued that the RV does not meet any required setbacks and that it is partially on City property. Howard reported that the owner also has a storage building and chicken coup that are also partially on City property. It was also noted that an approved RV placement permit would only be allowed for a maximum of thirty (30) days. Chief Graven stated that he feels it could be a safety hazard, as due to the size of the RV, vehicles are parked partially in the street and blocking sidewalks.

Motion by Potter, seconded by M. Gilmore to approve the RV Permit application for 410 E. Third Street.

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

The motion did not carry.

11. CONSENT AGENDA:

- A. Approve the following Purchase Orders:
- (1) PO # 19-029 – Farnham Electric - \$1,339.00 -Labor to troubleshoot the PLC at Water Plant.
 - (2) PO # 19-027 -Traffic Safety Supply -\$964.90 -Street signs / posts.

(3) PO # 19- 024 - Core & Main -\$1,801.46 - distribution parts.

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

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

The motion carried.

12. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

A. Police Review– Graven – Monthly report in packets
Chief Graven provided a report of the December 2018 police calls and stated it was another busy month for the department. Graven reported the department has been having issues with the new upgraded CAD system and it is still not resolved. Graven also reported that he is working with Fire Chief Jensen on a grant project to fund mobile radios for the patrol cars that could cost close to \$8,000.00 each. The radios would enable communication between all other agencies, including the Oregon State Police and other police departments.

B. Public Works Review – Superintendent Howard – Memo in packets.
Superintendent Howard provided his staff report included in packets. Howard reported that Public Works is moving forward with the new Transmission Line project from the reservoir to town. Howard stated that he is having some health issues and will be cutting back on his on-call availability and will take some occasional time off that should help improve his health.

(1) Employee Review of Utility Worker I.
Superintendent Howard completed Rita Gilmore’s six-month performance evaluation for the Utility Worker I Position and feels she is doing a great job and would like to recommend a 5.0% increase for Gilmore.

Echaury made motion, seconded by Potter to approve 5% pay increase for Utility Worker I, Rita Gilmore, increase retro-active to December 29, 2018.

Roll call: Ayes: Potter, Disbrow and Echaury
Nays: None
Abstain: M. Gilmore

The motion carried.

Disbrow questioned Howard on the status of the Safe Route to Schools Grant. Howard stated that no decisions have been made to date but anticipate hearing by end of February 2019. Howard is not sure if ODOT has signed off on the grant package yet. The grant would be used to place a sidewalk on the north side of Highway 240 from Stillers Mill Road to the Intermediate School.

C. Mayor/Administration Review-
None Received.

D. Council Review

Councilor Disbrow stated due to some medical conditions, he is stepping back from some duties with the Economic Development Group and it is currently in transition to other leaders and he is confident it will move forward as planned.

13. INFORMATION/ANNOUNCEMENTS:

- A. Receive 2019-2020 Fiscal Year Budget Calendar.
- B. OLCC License renewal list- informational only
- C. Vacancies: Planning Commission – 1 member
Budget Committee - 1 member- Applications are available at City Hall
- D. Letter of update from 'Your Community Mediators of Yamhill County'.
- E. Letter from young resident regarding Christmas lights.

14. ADJOURNMENT: 8:10PM

Motion by Echauri that the meeting adjourn at 8:10 PM.

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder