



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING**  
**Wednesday, October 13, 2021 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 Echauri, Tim Askey, Marci Hedin, 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 Nicholas Peasley, City Attorney.

**2. PUBLIC COMMENT:**

Public comment was received.

**3. PRESENTATIONS & APPOINTMENTS:**

A. Yamhill Downtown Association (YDA)

Anita Borgaes reported that the YDA will be doing a Charlie Brown themed Halloween event from 5-7pm on October 31, 2021 in the downtown area and also a Charlie Brown themed Christmas event behind the Larson House after the Christmas Tree lighting on December 3, 2021. Anita Borgaes also reported that the YDA will be working with C&D Landscaping to put up lights for the buildings in the downtown area and keep them up for 3 months to keep the downtown area lighted in the darkest part of the year. Anita Borgaes is looking into replacing the pole ornaments as the YDA received input that they needed to be replaced. Anita Borgaes continued to report that the YDA will be raising funds to employ the Kelly Group to evaluate their organization and help them find funding to make a greater impact. Anita Borgaes advised the City to investigate signing up with Airbnb and Vrbo so that when someone books a vacation rental within the City limits the City will receive the Transient Lodging Tax (TLT).

**4. UNFINISHED BUSINESS:**

A. Update on current City water emergency.

PowerPoint presentation was given by Chief Brian Jensen, Emergency Operations Director. Brian Jensen recommended dropping all water restrictions effective October 13, 2021 at midnight and scheduling an after-action work session for the Emergency Operations Center (EOC) with City Council and staff which Jason Wofford, Facilities Manager agreed with.

Motion by Echaury, seconded by Askey, to drop all water restrictions effective midnight of October 13, 2021 close the EOC but continue to collect water data.

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

The motion carried.

Potter asked Bregante-Candau to setup an after-action work session for the EOC with City Council and staff.

Potter announced the Town Hall meeting on October 27, 2021 at 6pm at the Yamhill Fire District station.

Motion by Echaury, seconded by Askey, to move from a Level II to a Level I Water Emergency effective October 1, 2021.

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

B. Community Involvement Survey.

Potter asked if the Council would be willing to reconsider doing a survey that was very simple. Askey will provide sample questions for the survey keeping it positive as recommended by Echaury.

C. Consider quotes for audio and video system for Council meetings.

Bregante-Candau presented the three quotes for the addition of audio and video system to the Council Chambers from Design Sound NW, R&D Audio Video, Inc., and Delta AV.

Motion by Echaury, seconded by Hedin, to approve the estimate for \$8,346.51 from Design Sound NW.

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

D. Report from the City Attorney regarding nuisance complaint.

City Attorney, Walt Gowell, provided his staff report to the Council stating that they could make a determination based on the information within the staff report and the report from the electrician, Simpson Electric, as to if the light being emitted from the Yamhill Fire District's sign is directing any light into the Prendergast residence, and if so, whether such light constitutes an injurious or detrimental condition constituting a general nuisance. Or determine that either no light or a non-measurable and insignificant amount of light is being directed from the illuminated sign into the

Prendergast residence and that no violation of Code Section 10.64.110(e) is occurring and no general nuisance has been shown and decline to proceed with any abatement notice and order.

Potter restated these options plus additional testing which the City Attorney, Walt Gowell, stated that he didn't believe the City was required to do additional testing, but the property owner could at their own expense and provide additional information to the Council at a future time. City Attorney, Walt Gowell, stated that City Council needed to make a determination if there was a violation of Code Section 10.64.110(e).

Motion by Echaury, seconded by McMullen, that the existence of a nuisance was not found at this present time and to dismiss the nuisance complaint.

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

Council directed staff to prepare a letter for the property owner stating the determination of the nuisance complaint for review by Council.

E. Consider proposal/bids for IT services.

Joe Hacker, from ISOutsource, presented information in regard to his proposal. Taylor Wells, from Northwest Technology, presented information in regard to his proposal. Chief Graven asked questions from both company representatives about how support would be provided in certain situations that the Police Department have experienced. Bregante-Candau presented the proposal from BlackPoint IT Services as their representative couldn't make the meeting.

## **5. NEW BUSINESS:**

- A. Consider adopting Resolution No. R-791, a resolution by the City Council Establishing Temporary Water Advisory Committee. This Water Advisory Committee includes citizen and district users' representation.

Motion by Echaury, seconded by Askey, to adopt Resolution R-791, a resolution by the City Council Establishing Temporary Water Advisory Committee.

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

The motion carried.

### **RESOLUTION NO. R-791**

#### **A RESOLUTION OF THE YAMHILL CITY COUNCIL ESTABLISHING A TEMPORARY WATER ADVISORY COMMITTEE AND APPOINTING INDIVIDUALS TO THE WATER ADVISORY COMMITTEE.**

- B. Consider applications for the Water Advisory Committee.

Motion by Echaury, seconded by Potter, to appoint Cathy Phillips as the outside water district resident on the water advisory committee.

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

The motion carried.

Motion by Hedin, seconded by Echaury, to appoint Richard Ulrick as one of the two residents on the water advisory committee.

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

The motion carried.

Motion by Askey, with no second, to appoint Jay Disbrow as one of the two residents on the water advisory committee.

The motion did not carry.

Motion by Hedin, seconded by Echaury, to appoint Paul Smoland as one of the two residents on the water advisory committee.

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

The motion carried.

Potter addressed public comment from April Anderson regarding the Water Advisory Committee and Planning Commission reviewing residential housing within the City limits regarding water availability. Potter would like the Water Advisory Committee and the Planning Commission to address the UGB and buildable land that is available within the City and address the potential volume of housing density on buildable land within the City and the potential water usage in relationship to those potential housing developments. Potter stated that this would provide necessary information to get a better understanding of development and water usage and how they will impact one another down the line as decisions are made in water advancement.

C. Consider Change Order Request from Lawson Corp. for 1<sup>st</sup> St Project.  
Motion by Echaury, seconded by Askey, to approve the Change Order Request from Lawson Corp. for the 1<sup>st</sup> St. Project.

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

The motion carried.

- D. Consider date change for November City Council meeting from 11/10/21 to 11/3/21 or 11/17/21.

Council decided to have the November City Council meeting on 11/3/2021.

- E. Consider donation of \$450.00 to Yamhill Downtown Association for holiday/winter lights to be hung on City Hall from 11/2021 to 4/2022. Amount requested is up to \$815.40.

Staff will check and see if there is any available funding within the budget for this donation.

- F. Consider and adopt Administrator profile for interim Administrator position.

Motion by Echauri, seconded by Askey, to adopt the Administrator profile for the interim Administrator position with budget and financing being added to the skill set.

Roll call: Ayes: Potter, Hedin, Echauri, McMullen, and Askey  
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 – September 8, 2021
- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO-22-012 – A-1 Logging, Inc. – \$2,500.00 – Oak tree & hazard tree removal at Beulah Park.
  - (2) PO-22-013 – City of Hillsboro - \$5,689.97 – Repair of leak at 11821 and 12020/12396 SW Pike Rd.
  - (3) PO-22-014 – King & Sons Excavating - \$1,545.00 – Culvert work on East 2<sup>nd</sup> St.
  - (3) PO-22-015 – King & Sons Excavating - \$1,695.00 – Culvert work on East 2<sup>nd</sup> St.

Motion by Echauri, seconded by Askey, to approve the Consent Agenda minus the meeting minutes from September 8,2021 which were not complete at this time.

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

The motion carried.

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

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

B. Public Works Review – Jason Wofford, Facilities Manager  
Wofford reported that Public Works had fixed all major leaks and service lines throughout the City that they knew of, preparing to implement instream flow meters at the water plant, doing crack sealing on the streets and cold patch to the pot holes, 1,000 linear feet of I&I for wastewater reporting, gearing up to vacor out catch basins that are full and flushing culverts in the stormwater system next week, clean up and leaf removal at the park, they shocked the filters, and are awaiting bids for core samples on the filter media. Wofford also reported that the sludge blanket is down to one foot leaving 13 feet for the overall treatment of the plants. Wofford provided information to Councilor Askey so that he could get a bid for the new sign for the new park at Yamhill Park Estates and met with Councilor Echaury and Mayor Potter to discuss Sherry Wilson’s request to install speed bumps with a decision to install two new stop signs to see if that slows down the traffic in that area. Echaury added that they weren’t ruling out the speed bumps that Sherry Wilson suggested that the two new stop signs would be added to slow traffic and a traffic survey would be done once all the homes in the Yamhill Park Estates subdivision were occupied. Potter added that the stop signs don’t have to be there forever, they would reconsider the need once the traffic study is complete.

Wofford reported that Public Works was also taking stock of hazardous or dangerous sidewalks so that they could remove the dangerous sections and replace in the spring.

C. Administration Review – Sharon Bregante-Candau, Administrative Clerk

(1) Update on Interim City Administrator.

Bregante-Candau reported that Scott Dadson from Mid-Willamette Valley Council of Government said that he had received 3 candidates for the interim City Administrator position, the Council had approved the interim City Administrator profile and now the Council could start reviewing applications and interviewing candidate.

(2) Water project funding update.

(3) Recreational Trails Program update.

Bregante-Candau presented her status reports on funding which were included in the packet.

D. Mayor Review-

(1) One year review and salary adjustment approval of Facilities Manager.

Motion by Potter, seconded by Echaury, for a 5% performance increase for the Facilities Manager effective 9/22/2021 which is one year from his date of hire.

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

The motion carried.

E. Council Review

Askey reported on requesting different options for a sign for the new park at Yamhill Park Estates subdivision from NW Signs to present to Jonathan Calhoun's family so that they could have some input on the sign that is being dedicated in memory to their son, Jonathan Calhoun.

**8. INFORMATION/ANNOUNCEMENTS:**

- A. Town Hall meeting, October 27, 2021 at 6pm at the Yamhill Fire District Station.
- B. Planning meeting, October 20, 2021 at 7pm via zoom.
- C. City offices will be closed Thursday, November 11th to observe the Veterans Day Holiday.

**9. PUBLIC COMMENT:**

Public comment was received.

**10. ADJOURNMENT: 9:25 PM**

Motion by Echauri that the meeting adjourn at 9:25PM.

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