



# City of Yamhill

A small taste of Oregon

**CITY COUNCIL  
REGULAR MEETING  
Wednesday, October 4, 2023  
6:30 pm**

**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order on October 4, 2023, at 6:30 p.m.

**Roll Call**

Present, In-Person: Mayor Yvette Potter; Councilors Kay Echuari, Marci Hedin, Shea Corrigan Councilor, Tim Askey

Staff Present, In-Person: Chief Greg Graven, Police Department; Jason Wofford, Public Works; Angie Fowler, City Recorder

**2. FLAG SALUTE**

**3. PUBLIC COMMENT (2:45)**

Mayor Potter started public comment by reminding everyone present that this is their time to speak on the items listed on the agenda. After public comment is closed, there is no option later for someone from the spectators to comment. She also, reminded the audience that people should speak from the podium, there is a 3-minute time limit for public comment, and that other spectators should be silent when not at the podium to speak.

Robert Davis, 212 N Maple St.

I have a question about an Agenda Item. Presentations and Public hearings. I'm just wondering what that might entail. The presentations, will you be opening that up to YNA (Yamhill Neighborhood Association) again?

Mayor Potter stated that we will not be opening presentations to the YNA (or other non-city-sanctioned organizations). Previously, they were on the agenda as a courtesy, and it was not working out well. We have decided to stick to the public services that are offered by City agencies. At this time, if anyone wished to address the Council, public comment would be where they would have that opportunity.

Mr. Davis also asked where he could get a list of the CIP projects.

Mr. Davis, on behalf of YNA, spoke of an ADD refresher course. This will probably be scheduled the second to last Friday of the month and they are hoping that people can come out. Last, Mr. Davis spoke of the agenda item for Measure 110 Repeal. He stated that he agrees with the Chief and the Council, it looked like a good plan, but it doesn't work. He believes that it should be repealed.

Cathy Phillips, 19625 NE Laughlin Rd.

On the water rate study. We have had our meeting for the Water Advisory Board, I'm speaking for myself that there is still some confusion, still concerns on the rates...On the amount that you're looking at.

So I guess I would just ask again, to think about doing it in slower mode. It'd be interesting to see just doing a partial part of it. You can change your rate structure to follow is plan is so changing to how a billing system is going to work for everybody involved.

But anyways, just maybe see how the revenue is raised and how much more you need to go.

Rodney Peloquin, 19301 Adcock Rd., Pleasant View Water Dist. member

I want to post a question. As I read the water study, it's the water meter ratio that the OAWU presented as a turn turning outside water meters, outside the district, is much harsher with the higher the number of users for an outside district for each meter size. As an example, the ratio of a 14:1 to one point meter width as opposed to technically we have 40 users (40:1) and what that means is that the number of gallons allocated as a minimum under there gets closer and around 1200 gallon per household. As opposed to in town being 4000 gallons [per household]. I don't want to get into details. But I really recommend that the city council try to understand, clearly, that water meter ratio numbers the water association is recommending to you does to the outside districts. I do not know the size of the meters and other districts have. I know that West Yamhill water has the next lower number of people at about 29. I don't know if they have a 4" meter or what. But that concerns. That would put quite the burden. I looked at the numbers and for our averages. Again, I'm not an official person, but on average is telling me our rates overall. And also, there's another question I'd have you ask. This is probably a historical thing that's done. Nobody can answer why it is but what is the rationale? Outside is just like ours has 4" meter, what's the rationale for picking this \$1,300 amount now?

With that structure, you don't really have an increased user cost. You have one meter to read per month and there's no, according to this, after meter replacement costs and infrastructure, I don't think you have any [unintelligible].

Susan Corbett Furgal, 7120 NW Bony Rd., Pleasant View Water Dist. member

I had a couple of questions. If, I mean, we just spent last year we've had a steel blow on the main valve and being torn away to fix if that valve were to do is that on the outline districts or is that something that's in store? That's what I thought. We had a blowout on the main valve that cost us \$6,000 to have it fixed. And we are now in the process of replacing our pumps which will cost around \$20,000 and that's the volunteer plumbing. So, I guess my comment is: I would really appreciate it, if when the new rate structure, if you would not charge the outlying districts more than the city. And I know that's a very goes way back... It's a situation that arises from some animosity in some ways for the outlying district, but strictly from numbers, we have to provide all of our own maintenance. And so, you know, kind of following up on what Rod says, really consider what are expenses are, they're all on us. And if that mean, the mainline fails, we have and we certainly don't have enough in the bank. So, it really puts us at risk for health and for fire prevention. Thank you.

Mayor Potter asked if anyone else in the room would like to make public comment. There were none. She then asked if there was anyone online that would like to make public comment. There were none.

Public comment was closed.

#### **4. AGENDA UPDATES AND ADDITIONS** (changes made after agenda and packet were posted)

Item 5 – **Remove** *CONSENT AGENDA* there is nothing in this section as minutes and financials could not be completed in the short turnaround.

Item 6 – **Remove** *FINANCIAL STATEMENTS TO CURRENT* should not have had its own line item and is not included in the packet.

Item 8A – **Add** *UNFINISHED BUSINESS* Informational Email with Tim Tice's alternative option for water rate study.

Item 9A – **Add** *NEW BUSINESS* we are adding a Discussion on Staffing and Wages.

Item 11.C.1 – **Remove** *PUBLIC WORKS REPORT* please note this report could not be created in short turnaround and is not included in the packet.

Item 13.B. – **Add** *INFORMATION/ANNOUNCEMENTS* we have added a purchase order for awnings at City Hall for the council's information. The purchase order is included in the councils added documents folder.

#### **5. CONSENT AGENDA**

There were no items on the consent agenda due to the meeting being scheduled earlier in the month.

## 6. PRESENTATIONS and PUBLIC HEARINGS

There were no presentations or public hearings.

## 7. COMMITTEE REPORTS (17:16)

### A. Planning Commission

Ken Moore, Planning Commission Chair spoke of the items that they have been working on.

Formula Business Restriction was topping the list that came from his meeting with our mayor and the Downtown Association also agreed that this along with the Nuisance Lighting ordinances and anything else that might come along with anything that may come along in the review.

They are starting the review of planning codes during meetings. It was quite a discussion the last meeting which sections of code we go over, which ones governed by the Planning Commission, and which are not. So, we are working on doing that and just make sense of the codes and consulting with Walt, using his vast knowledge to note if anything needs updating.

### B. Water Advisory Committee

Brian Jensen, Water Advisory Committee Chairman, 525 N. Olive St.

The water committee did meet the other night to have a discussion. A lot things came up. A lot of questions came up. Well how much the council would like to dive into this, but Water Advisory, we have no recommendation to rates at this time.

You get the fact that there's a lot of questions, a lot of missing pieces, that were addressed in our meeting that night. One of the big things that came out of that is the \$158,000 that is coming out of SDC funds to pay for water debt service. That is coming out every year. This is the third year, I believe, it that keeps going that way. That keeps going the SDC funds will be bankrupt in three years. And then we will not have money to pay that debt service out of that.

In order to meet the requirements, if you want to continue that, you would have to have 25 new homes every year at this year's SDC rates for water to make that payment. So, if you look at that, and then the number of users that you came up with (I just broke it down by users for water districts and in town) that would add \$17.01 to your water bill. Just to make up that \$158,000 every year.

The other question... I don't know if Jason got answered... is trying to figure out again in the debt service. It shows that there is money, user fees, into that. The question being: is that coming up user fees is that in the budget and stuff that was done back when that was all started the few

different numbers they don't match. If it is coming out of the water fund that shorts your water fund another \$116,000. Also looking at what Tim did and what came up with that total number that Tim has in there, that 1.1 million for projects that is including the \$192,000 Merkley Grant. That's also including the \$100,000 for the new subdivision. And firstly, I think Water Advisory Board would agree that that \$292,000 should not be considered figuring rates because that was grant money for a separate project. That was not money we needed to get to do those projects, that was grant money. We need to take that money out of the equation.

So, in summary, what we need just in water debt services if we have to do both the user fees and the \$150,000, we are looking at \$29.54 a month/user, city and rural. To just make the water debt service every year. That's the bottom line that you have to come up with.

If we have to actually meet the requirements of the current year's budget. Just figured evenly by all 774 users just for your base rate of 4000 gallons would be \$105.94 and then you have to add that \$29.54 on top of that, just to meet the requirements of this year's budget and make your water debt service fee.

If the council has any questions? That was an hour and a half summary in just 5 minutes.

Mayor Potter asked Jason Wofford if he would mind explaining more about the money coming out of SDC's for debt payment.

Jason Wofford

When we took out the loan for the transmission lines \$150,000 from SDC funds was supposed to come out in 2020 and \$150,000 was supposed to come out in 2021. After that, we were no longer supposed to dig out of SDC funds.

Somewhere, possibly with our interim, we just that it looked like it was a trend. To the point where did it in 2022 and 2023. We took an additional \$300,000 for that loan, that was not supposed to come out. This was done in budget, collectively, everybody in this room was looking at those trends.

We're putting about 80/20 80% we're putting in water SDC funds and 20% is coming from user rates for utility fees. This is all projected on like 2 to 2.2% annual growth, so there's a huge error.

Brian Jensen

Did we ever find out the answer to the question that also came up is that money was taken out of SDC's... I believe that is illegal to do that.

Jason Wofford

I did find that out and it is not illegal to do that.

Brian Jensen

Right, but the concern is that will be empty in three years. That making no money for any capital projects. If all 57 new homes came on in the next year. It buys you two more years of SDC funds. But you still have about 14-15 years that you'd have to come up with that \$150,000 in the debt service payment.

Brian Jensen

So, a lot of questions, a lot of things I think about the rates that we need to go back and get reviewed. Because there's a lot of inconsistent information between Kim's report and the budget. In the Budget numbers don't match up. That's what we have, sorry, we couldn't give you a recommendation and be able to perform position to give a recommendation based on the questions from Council.

Kay Echaury stated that she feels like there should be another work session as she has more questions than answers at this point. Shea Corrigan agreed with this.

The council discussed if they could have another session and the possibility of Tim Tice being at that work session. It was noted that the Tim Tice would not be available for any further meetings.

Mayor Potter asked for clarification on the Merkley Grant. Are we getting that, or not. The answer is unclear at this point as we are still working on it.

## **8. UNFINISHED BUSINESS**

### **A. WATER RATE STUDY CONT.**

Mayor Potter

There are more questions than answers. However, I am concerned that the longer we continue to delay that this puts an additional burden on Public Works. The longer we wait on this, the less will be able to go into our projects.

Jason Wofford

I would like to add to that. Nobody is taking this lightly, but that \$300,000 for those projects that's just gone into debt service, we have to make that up.

Mayor Potter

What is your recommendation.

Jason Wofford

Probably what Tim put in front of you. You guys should have that paperwork. I think that is the fairest. There is clean language that we've seen so far.

People speaking out of turn (Possibly Cathy Phillips, Rod Peloquin)

There was a discussion with regarding the recommendation from Tim Tice, the base charges, and the outside water districts charges for meter size rather than equal rate per user.

Mayor Potter addressed the council and asked how they want to proceed with this.

Kay Echaury stated that she thinks they need to have another work session based on the questions that the water advisory board has, and that they cannot give a recommendation. And based on the questions that they still have after this meeting.

Kay Echaury

I make a motion to hold a work session to further discuss the water rate study and make a decision.

**A MOTION TO HOLD A WORK SESSION TO FURTHER DISCUSS THE WATER RATE STUDY AND MAKE A DECISION**

**ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin**

**Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin**

**Nays (0): None**

**The motion carried.**

**B. BALLOT MEASURE 110 ADVOCATION OF REPEAL**

Chief Graven spoke of Measure 110, The Drug Decriminalization and Addiction Treatment Initiative, and the effect it has had on communities since its establishment. It is not working in the way it was intended. Information and statistics are alarming.

There is a narrative going forward in legislation that they need to restructure the language of the Measure in order to get our communities safe. Because the fixes that they are trying to do, are not working.

As far as the resolution, it is just to say that we have an issue, and we have to change. We, as a community, can't change the law, but we can support the change in resolution.

Kay Echaury

I make a motion to approve resolution #R-803. A resolution proclaiming the City of Yamhill call for the repeal of provisions enacted pursuant to Oregon Ballot Measure 110 in 2020.

**A MOTION TO APPROVE RESOLUTION #R-803. A RESOLUTION PROCLAIMING THE CITY OF YAMHILL CALL FOR THE REPEAL OF PROVISIONS ENACTED PURSUANT TO OREGON BALLOT MEASURE 110 in 2020.**

**ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin**

**Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin**  
**Nays (0): None**

**The motion carried.**

## **9. NEW BUSINESS (51:56)**

### **A. Discussion on Staffing and Wages**

Mayor Potter

So Chief Graven has been filling in as the interim City Administrator for quite some time now. And the city has not been appropriately addressing that by providing compensation. My question is: does the council want to do an interim level of compensation until no longer needed? Similar to what we did for financial services.

Shea Corrigan

I think it's incredibly appropriate. It's not that he has taken up working two jobs. He's doing his regular job, plus overtime, and another full-time job. So, I don't see how we couldn't look at that very seriously.

Kay Echaury

I concur.

The Council discussed the various step levels, compensation, and where the money would come from in the budget.

Shea Corrigan made a motion to raise Chief Graven's wages to Step 6 with retro pay back to July of 2023.

### **A MOTION TO APPROVE RAISE CHIEF GREG GRAVEN TO STEP 6 ON THE ADOPTED WAGE SCALE WITH RETRO PAY BACK TO JULY OF 2023**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Kay Echaury**

**Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin**

**Nays (0): None**

**The motion carried.**

## **10. DEPARTMENT REPORTS (1:07:13)**

### **A. Administration**



Chief Graven spoke of the recent meeting with the fire department and their discussion on water meters, the Christmas lights, and decorations MOU, and the EOC for emergency operations.

He also has been in contact and meeting with Business Oregon and Lane Council of Governments looking into getting help/assistance with writing grants for the City. The staff report that he provided for the packet combines all staff, police, and public works reports for the month. He asked if anyone had any questions on that.

Mayor Potter asked about the reserve position for the police department and if it was part-time or not. She brought attention to the wall repair that Josh, from Public Works, had completed in the City Hall and gave kudos for that.

She also asked about the temporary help in the City Hall in the financial office and Chief Graven said it is going very well. She has been doing a great job.

### C. Public Works

Jason touched on the Business Oregon Meeting that Chief Graven had spoke of. It was a great conversation with Arthur Chaput and AKS. Based on that meeting they have been reviewing a list of projects. AKS is working on wrapping up the Olive Street project as the next to connect the transmission line to Third Street so it will increase flow.

They also backtracked to the impound and its capabilities for capacity. They realized there is 3 million gallons of storage up there. We looked at it from a capability standpoint and said, "If we can capture 100% of its capacity, where would that put us during the low levels of curtailment?" So right now, Arthur is going to be funding us \$20,000 for that study. AKS has said they can do the study for \$12,000. So, we are going to take it out of the Olive Street project that we have on here for \$42,000 and do the study to connect the impound to the intake and collect 100% 3 million gallons so our capacity will increase to 4 million gallons in the City with that 100% capture rate. It will give us the operational means to take the sediment out. Right now, AKS is projecting a rough 2.5 million dollars for that project.

The City allows the fire department 200K gallons. This is done generally state-wide for fire departments. They are looking at a purple pipe project that will use recycled or reclaimed non-potable water for fighting fires. The purple pipes would route the non-potable water to the fire department and hydrants for use. This would save on the amount of treated drinking water that is being used for fighting fires.

They are continuing to check all the fire hydrants throughout town and replace the ones necessitated it. They have replaced 6 as of today.

## 11. COUNCIL REPORTS

No Council members had any reports

**12. INFORMATION and ANNOUNCEMENTS**


A. The city has extended its contract with YCAP to help low-income families pay water billing with the low-income water assistance program. The Council agreed with this.


B. First Friday's meet and greet is coming up on the first Friday of the month (October 6<sup>th</sup>)

**13. ADJOURNMENT**

Kay Echaury made a motion to adjourn the meeting. The meeting was adjourned at 7:48 p.m.

Respectfully submitted,

  
Yvette Potter  
Mayor, City of Yamhill

  
Attest:  
Angie Fowler, Recorder