



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

1. CALL TO ORDER: Roll Call

The meeting was called to order by Mayor Potter at 7:03PM

Present: Mayor Potter and Councilors, Disbrow and Askey
Excused Absence: Councilors Echauri and Gilmore
Staff present: Interim-Superintendent Malis, Chief Graven
Excused Staff: Recorder Gilmore

2. FLAG SALUTE:

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

3. PUBLIC COMMENT:

None Scheduled.

4. PRESENTATIONS & APPOINTMENTS:

A. Economic Development Review- Dana Gray

Gray shared a poem incorporating the early days of Yamhill with the current needs of Yamhill and planning for the future. Gray stated that she has the time, energy and vision to help with the economic development of Yamhill but needs a team in order to be a team player. Gray would like a meeting to discuss her vision and ideas as well as discussing fund raising options and has started outreach to the local McMinnville newspaper.

5. UNFINISHED BUSINESS:

A. None Scheduled.

6. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

A. None Scheduled

7. NEW BUSINESS:

A. Discuss recycling area near Public Works.

Councilor Disbrow would like to discuss relocating the recycling area, currently located at Public Works, just south of the gated entrance. Disbrow stated that there aren't any records of who built or started the recycling area, and no one takes ownership or responsibility for the upkeep of the area. Recology and Public Works staff work to keep it clean, but it is an ongoing problem for trash dumping, theft and parking issues. Disbrow recommends moving the area to the north side of the entrance gate to Public Works, in a $\frac{3}{4}$ fenced, non-gated area, which measures 34.6 feet deep by 23 feet wide. Disbrow believes it would be better access for Recology to pick up loads and the public parking could be located at the former recycling area. Disbrow also recommends using the new recommended recycling area on a trial basis and review in six-months.

Dave Larmouth, representing Recology, provided pictures of the current signage at the center and stated that the area is a mess, a consistent problem and is not sure if moving the area will solve the ongoing issues. Larmouth stated that the recycling area was started approximately 20 years ago, using a Grant that the City received from SOLVE that provided the paving of the area and Recology provided the containers to create the recycling area. Larmouth suggested changing it to a "glass" drop off area only, as the other items can be picked up curbside at each residence but stated that Recology is committed to helping the City if a decision is made to move the center or continue at the same location. Mayor Potter suggested that a decision be postponed regarding moving the recycling area or adding additional curbside services until April, when an assessment can be provided by Recology that would include cost analysis for services. Larmouth requested a drawing or possible overhead shot of the proposed new area with measurements, so a review of the area can be completed for loading access for their trucks. Consensus is to re-evaluate discussed items and obtain more information prior to considering changing of the center.

B. Discuss purchase of portable radios for Police Department.

During the September 11, 2019 Council Meeting, Chief Graven discussed the need for new portable radios for the police department, and the necessity to upgrade the radios for communication with other agencies. Graven stated that it has been a serious safety issue not to have the ability to communicate when responding to calls. Graven continued the research of what type of radio systems would be most effective for communication and recommends the APX 8500 and APX 8000 that many small and large agencies in Oregon have upgraded to. The radio systems have a positive report from these agencies and Graven has not heard anything negative. Graven has provided a quote from Motorola Solutions for the pricing for upgrading the Yamhill Police Department to include ten APX 8000 All Band Portable Radios and five APX 8500 All Band Mobile Radio systems. The original quoted price would be \$176,075.00, but if purchased now, the current discount will be a total of \$92,672.00, the same price and service that the Yamhill County Sheriff's Office is receiving.

Mayor Potter reported that there are funds in the General Fund from the timber harvest that were budgeted to purchase the Yamhill Station property and could be used for the purchase of the radios. The purchase of the radio systems would take the option of purchasing the property off the table for this fiscal year.

Motion by Disbrow, seconded by Askey, to approve the purchase of the police radio systems to include purchase, setup and installation not to exceed \$95,000.00.

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

The motion carried.

C. Discuss City Hall LED Lighting Upgrade.

Councilor Disbrow proposed upgrading the existing lighting to LED lighting at the Water Plant, Public Works, Wastewater Treatment Plant, City Hall and the Police Department. An estimate was received from Brilliant NW that included four options; two are self-install proposals and two include Brilliant NW doing the installations. Disbrow stated that there is a time constraint with the upgrade, as the installations would need to be completed by December 1, 2019 in order to take advantage of a cost saving incentive from Energy Trust of Oregon. Tad Beckwith, representing Brilliant NW, is a McMinnville Company that focus most of their work in that area. The upgrade would include Brilliant NW removing all of the existing lighting and recycling that lighting, removing old ballasts and using existing housing of the fixtures and install new LED lights. The overall energy cost savings proposal for the three City locations, over the course of seven years would save in electric bills approximately \$23,000.00, and would also save on any maintenance, bulb or ballast replacements during those seven years.

Motion by Disbrow, seconded by Askey, to approve the seven-year full-service installment contract agreement with Brilliant NW that will be payable in seven annual payments of approximately \$3,000.00 with the first payment due July 2020, and authorize Recorder Gilmore to execute the contract.

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

The motion carried.

D. Discuss citizen complaints and allegations against the Yamhill Police Department.

Graven reported that he has been in law enforcement for 29 years and has not had any personal complaints filed against himself. Because Graven wants transparency, he requested the provided anonymous complaint filed with the Department of Public Safety Standards and Training (DPSST) to be on the agenda, so it would be public record and discuss with the Council how these complaints can be addressed and resolved. It was noted that filing a complaint with DPSST was not the appropriate place to file as they are only responsible for training and certifying Oregon's public safety providers, and the complaints are outside the DPSST's jurisdiction. Mayor Potter was unclear why the complaints were filed with DPSST and Graven responded that the complainant was probably just trying to get help resolving the issues and didn't know the appropriate department and Graven doesn't feel it was a personal attack, but they may have felt there

was no resolution from Chief Graven. The two complaints addressed alleged non-enforcement of excessive speeding and truckers using exhaust/jake brakes on Highway 47 through the City of Yamhill. The issues have been brought to the attention of the City Council during seven different monthly Council meetings and states the complaints have been ignored by both the Chief of Police, the Mayor and Council. Patty Pairan of Maple Street was in attendance and indicated that she filed the complaints and is very frustrated with the enforcement issues and will continue doing what's necessary until it is resolved. Graven would like to have a solution to the complaint issues and when he hears that there may not be enforcement of traffic laws there is concern and will continue to be part of the enforcement of these laws. Graven would like the Council to consider a solution that may involve a committee, workgroup or community involvement. Mayor Potter reported that a Yamhill Downtown Association sub-group have been working on the danger issues of the intersection of Highway 47 and Highway 240 and are pursuing a stop sign to slow the traffic in the area. Potter has also been in contact with ODOT and will share an email explaining that they are aware of the issues and are interested in working towards a solution. Potter feels solving any traffic issues will be a process, not an immediate answer and would like community involvement in finding solutions. Graven is willing to help in any way possible but reported that the challenge may be that there is traffic law enforcement in Yamhill, always has been enforcement and there have not been any changes involving enforcement. Graven believes another challenge could be that both highways through Yamhill are State Highways and regulated by the State regarding additional signage. Pairan doesn't believe the City is patrolled enough and seldom sees a presence of police officers in the downtown core area or believes speeders are actually receiving citations. A "Coffee with a Cop" event was considered as a community involvement discussion and having an ODOT representative involved also. Mayor Potter and Chief Graven will move forward with planning a future community involvement event.

8. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session September 11, 2019
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO # 20-025 - \$ 9,701.00 – Goble Sampson Assoc. – 2- WTP pumps, 3 WTP pumpheads and 3 WWTP pumpheads
 - (2) PO # 20-026 - \$92,672.20 – Motorola Solutions- Police Portable Radios and Mobile Radios.
 - (3) PO # 20-027- \$ 10,195.00 – Camtronics Inc. - Progress #2 billing for SCADA System.

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

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

The motion carried.

9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Graven provided the monthly report with no questions following.

Graven reported that the Yamhill Police Department is implementing a new program called “Handle with Care” that when a critical incident happens resulting in trauma for a school age child “Handle with Care” would provide the school with a “heads up” when a child has been identified at the scene of a traumatic event. Officers are trained to identify children at the scene, find out where they go to school and work with the school to confidentially let them know to “Handle the Child with Care”. The goal is to mitigate negative affects experienced by children’s exposure to trauma, and to increase knowledge and awareness of this issue. In addition to providing notice, officers also build positive relationships with students by interacting on a regular basis.

B. Public Works Review –

Interim-Superintendent Malis reported that the Fire Hydrant maintenance program has started and have begun flushing and testing the hydrants at the School District and located a 12-inch valve that was shut-off. Malis is working with the Fire Chief to number the fire hydrants and paint them as they do the testing. The leaking roof at the Water Treatment Plant has been repaired, the foot bridge on Moore’s Valley Road is on the schedule next week for repair as well as the sidewalk near the bridge, the copper water testing has been completed for the State, the SCADA system upgrade at the Water Treatment Plant is in process and Public Works are using smart phones to do the monthly water meter reading and the program is working well. Malis also reported the Wastewater Treatment Plant now has two operational pumps.

(1) Review Public Works projected needs.

Disbrow discussed projected needs for the Public Works Department including a Valve Exercise Wrench, which is a device used to repeatedly turn water valves on and off for maintenance which is a vital part of water operations. The crane on the Utility Truck needs to be replaced and is considered a safety issue with workman’s comp implications. Other projected equipment needs are an air-spade, that is used for digging and trenching in areas that the backhoe cannot reach, a water pressure data logger and a heater for the WWTP garage to keep the temperatures above freezing during the winter.

(2) Review and approve estimated cost for Wastewater Plant display system upgrade.

Disbrow reported that the estimated cost received from Camtronics, Inc. to upgrade the Water Treatment Plant SCADA display system is \$3,200.00 that will include parts, on-site installation configuration and wiring for an 8-inch display module. The current 6-inch module is no longer in production and the software is 4 generations behind. Disbrow stated that it is a timely issue, as Camtronics, Inc. could start on the display and have it ready to install when returning to complete the work at the Water Plant. An additional cost for the display module will be approximately \$1,000.00 for the electricians wiring cost to re-locate and install the display module.

Disbrow made motion, seconded by Potter, to approve the not to exceed \$3,200.00 for Camtronics, Inc for the WWTP display replacement upgrade and not to exceed \$1,000.00 for the electrician costs.

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

The motion carried.

C. Mayor/Administration Review-
Mayor Potter reported that she will be absent at the next scheduled Council Meeting on November 13, 2019 and Council President Echaury will be leading the meeting.

D. Council Review
None Received.

E. Emergency Preparedness Review
None Received.

10. INFORMATION/ANNOUNCEMENTS:

- A. City offices will be closed Monday, November 11, 2019 –to observe Veteran’s Day.
- B. Vacancies:
Budget Committee - 1 member- Applications are available at City Hall.

11. ADJOURNMENT:

Motion by Disbrow that the meeting adjourn at 9:55PM.

The motion carried by unanimous vote.
Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder