



CITY COUNCIL MEETING MINUTES

The Yamhill City Council meeting on November 20, 2024, covered several key topics. The council approved the consent agenda, including October financials and minutes. Ken Moore discussed the Planning Commission's request for a gas station sign variance and changes to Title 10 and 11 due to housing grants. The Economic Development Committee established a mission to bring economic vitality. The Water Advisory Committee prioritized increasing water supply through various options. The city administrator received a 5% salary increase for exceeding performance expectations. The police department reported on various training and community engagement activities. Upcoming events include a public meeting on housing code updates and the Christmas tree lighting ceremony.

I. CALL TO ORDER Mayor Potter called the meeting to order at 6:41 p.m.

ROLL CALL

Council Present, in-Person: Mayor Yvette Potter
Councilors; Shea Corrigan, Marci Jensen, Tim Askey, Kim Kind

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

II. FLAG SALUTE The mayor led the pledge of allegiance.

III. PUBLIC COMMENT There was no public comment in-person or online.

IV. AGENDA UPDATES OR ADDITIONS The City Recorder noted that the minutes for the previous meeting were completed in time for review and will be included on the consent agenda.



V. CONSENT AGENDA

- A) [Financials \(current\)](#)
- B) [Minutes 10-9-2024 Council Meeting](#)

A MOTION TO APPROVE THE CONSENT AGENDA, INCLUDING FINANCIAL STATEMENTS TO CURRENT AND MINUTES FOR THE OCTOBER MEETING, AS IS.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen

Ayes (5): Potter, Corrigan, Jensen, Askey, Kind

Nays (0): None

The motion carried.

VI. PRESENTATIONS

None

VII. COMMITTEE REPORTS

A) [Planning Commission](#)

Ken Moore, Planning Chair updated the council on the commission's last meeting. Updates included:

- Holding off on Title 10 & 11 Update due to the overlap in what the planning commission is doing and what the grant consultant will be completing.
- Making changes to the lighting ordinance and approving a recommendation to council.

B) [Water Advisory Committee \(WAC\)](#)

Shelley Reimer stated the update on the water advisory meeting will be included later in the council meeting under *Unfinished Business*.

C) [Economic Development Committee \(EDC\)](#)

Shelley Reimer gave a quick update that the EDC has completed their mission statement.

VIII. UNFINISHED BUSINESS

A) [Water Supply - WAC Recommendation](#)

The water advisory committee identified the top four priorities for the city:
1. Pipeline from impound to water plant creating 100% capturability from the impound.

2. Tie in w/ McMinnville option.
3. Tie in w/ Hillsboro option.
4. Research Barney Reservoir for an emergency source.

B) IT Update

Shelley Reimer updated the council that the IT change research is progressing. They are now making sure that the two companies can work together in the changeover as this will be necessary to ensure the change can happen.

C) DLCD Grants Citizen Advisory Committee (CAC) update

The CAC has met twice and will need to add an additional meeting.

The Public Meeting for Yamhill Comprehensive Plan & Development Code updates will be on 11/21/24 at 6:00 at City Hall.

November 30 of this year is the deadline for Shelley to submit the paperwork for reimbursement to DLCD.

D) Floodplain Requirements Update

The information on FEMA was reported to the council in the October meeting. The council needs to notify FEMA by December 1st, their choice for meeting the new regulations. Walt Wendolowski, the city planner, recommends the case-by-case basis option until FEMA can set the updated requirements. By July 1, 2025, the code will need to be updated with the new options.

Additionally, the attorney recommends adding a disclaimer to our land use applications.

A MOTION TO DIRECT STAFF TO INFORM FEMA WE WILL BE HANDLING THE FLOW PLANNING REQUIREMENTS ON A CASE BY CASE BASIS.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen

Ayes (5): Potter, Corrigan, Jensen, Askey, Kind

Nays (0): None

The motion carried.



1 NEW BUSINESS

A) City Administrator Review

The council met in executive session to review the city administrator's job performance.

A MOTION TO APPROVE THE CITY ADMINSTRATOR'S 6 MONTH REVIEW WITH A 5% SALARY INCREASE EFFECTIVE DECEMBER 1.

ROLL CALL: Motion introduced by Tim Askey and seconded by Marci Jensen

Ayes (5): Potter, Corrigan, Jensen, Askey, Kind

Nays (0): None

The motion carried.

B) R-830 A Resolution Transfer of Police Vehicle Reserve Funds

Instead, \$13,000 transferring out to police vehicle reserve funds the police vehicle reserve will be left at \$0 and the \$13,000 will be put toward personnel services - payroll costs.

A MOTION TO APPROVE RESOLUTION R-830 TRANSFER VEHICLE RESERVE FUNDS

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen

Ayes (5): Potter, Corrigan, Jensen, Askey, Kind

Nays (0): None

The motion carried.

C) Review Applications for Planning Commission positions beginning January 2025

The council reviewed the applications.

A MOTION TO APPROVE APPLICATIONS FOR PLANNING COMMISSION: KEN MOORE AND SHAWN FRIELINGER.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (5): Potter, Corrigan, Jensen, Askey, Kind

Nays (0): None

The motion carried.



X. DEPARTMENT REPORTS

A) Administration

The City Administrator gave her PowerPoint Presentation

B) Police Department

Chief Graven provided his report to the City Administrator and it was included in the packet.

C) Public Works

Jason Wofford, Facilities Manager, gave an update on a recent meeting with ODOT regarding the RFB lights at the crosswalks. It is looking promising that ODOT will approve.

XI. COUNCIL REPORTS

Councilor Askey discussed the council newsletter and without having a clear path on what will work for this decided to hold off on it until after the first of the year.

The council briefly discussed a retreat.

Councilor Jensen asked about the follow up with a resident regarding a stop sign on Third St.

XII. INFORMATION/ ANNOUNCEMENTS

A) Public Meeting for Housing and Code Updates on Nov. 21st.

B) City Hall is closed on November 28th & 29th for the Thanksgiving holiday.


C) Tree Lighting Ceremony will be held on December 6th.

XIII. ADJOURNMENT

The meeting adjourned at 7:54 p.m.



Respectfully Submitted and Approved.



Yvette Potter
Mayor, City of Yamhill

Attest:



Angie Fowler, Recorder