



City of Yamhill

A small taste of Oregon

MINUTES
CITY COUNCIL MEETING
Wednesday, November 8, 2023,
6:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

Roll Call

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

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

2. FLAG SALUTE - Mayor Potter

3. PUBLIC COMMENT

Bob Davis, 212 N. Maple St.

Yes, I didn't mark "yes" but I will say a couple of words. Just to Council, Chief Graven is already aware of this, but we are working with Carolyn Thompson riser from the City of Carlton who is a board member and she was at one of our meetings the other day, and we were talking about disaster preparedness, which has been pretty much on our mind here for the last six months of our classes. With that said, one of the questions came up again, was where's the good meeting spot? So, I had heard that it was one of the buildings from the school and it was one of the domes, but I wasn't really assured of that. So, I called Mr. Young from the county and talk to him and he said he has nothing to do with Yamhill and for me to talk to the city. And so I called Chief Graven and asked the chief about where our meeting places for disaster preparedness, should there be a huge catastrophe and we have a place to meet and he said yes it is one of the schools in fact, it's the gym, at the high school. But he says, and of course he already knows this. He says but because of the turnover, the high school for the principals and a bunch of the staff he says I have to get together with them and basically inform them what their responsibilities are and whatever. And then, in addition to that, the CIP is that correct? He for the fire Department. Oh, the Center for Disaster Preparedness. It's the, it's the....

Chief Graven
Emergency Operations. EOC.

Bob Davis

Yeah, EOC I always get the acronyms wrong. Anyway. The EOC is the fire Department. So just wanted to bring that into your attention, even though it's now firm thing Chief

Graven has got a lot of work to do with the school. The high school is going to have to figure out how it's going to manage the building. I would suggest act together. Just do a disaster preparedness test and see how it works out. And a lot of cities do it. And we have been more and more and more and more and more and more and more in disasters here lately so it would be good thing. Anyway, that's all I can say. Thank you for your time.

Patty Pairan, 215 N. Maple St.

So, I have addressed this issue for many years, and I've been told that it's been addressed by City Council, which I disagree. But before I go into what I'm not real happy about. I want to commend the fact that Travis has been making multiple stops on Highway 47. I'm assuming it's for people that are speeding because it's been for the most part during school hours. And it makes me happy to see that. But on another note, I start out with my radar gun, which is brand new, on the 23rd of October. For short stints one was for 2:45 to 2:56 p.m. and, in that period of time, there were nine cars that I caught they were going between 27 and 30 miles an hour. And as you all know I live right in the middle of the school zone. Then, it was a little later at 3:35 from 3:45 p.m., I sat out there and there were 10 cars that were going between 25 and 30 miles an hour, which the schools zone is 20 miles an hour. And what upset me the most is that AJ was sitting on the corner to 240 and 47 the whole entire time. Didn't move. And it's irritating that he is our traffic officer. But I never ever see him stopping anybody. It's only Travis. So that's just food for thought. Thank you.

Jenny Morrison, 20051 NW Adcock Rd.

Hi, I'm Jenny Morrison with the Yamhill Downtown Association and also with the Economic Development Committee and so I'm here to report on our YDA Halloween event that was great. We had a lot of people come through and we were set up with the lot there and I know that Chief Graven and Kim were out here too and got featured in the news register. So, and what we'd like to do is I've mentioned this in the past, but for Christmas, consider the tree lighting. I just would like to have some time and I know I don't have time to do it now but to confer on a setup for that and what we'd like to do to enhance the tree lighting you guys are doing. Perhaps set up over there with a lot or whether or not permitting you know in here but do something to kind of come alongside the city during the tree lighting.

Mayor Potter

We love that and we've already picked out a few dates if you check out with the YDA. Okay, the first, the eighth, and the ninth. And the ninth is also the same time that Carlton is doing their event. So, take that into consideration. And the ninth is also when the Fire Department is doing their event.

Jenny Morrison

Ok. We can discuss this, but there was such a great turnout and I know we were at the same time as the Fire Department for our event here and it just was so many people out and about and I know last year we did the YDA event at the Larson house in the back and that was lovely, but we'd like to be able to kind of really like, make sure that we're you know, it's clear that we're part of the city too.

Mayor Potter

That's wonderful. Wonderful. So let us know about the dates. Send myself or Chief Graven an email, and we'll put together a chat session where we can coordinate efforts. Thank you.

Jenny Morrison

Additionally, with the Economic Development Committee, we have come up with some code recommendations, and we're fine-tuning those with the help of Philip Higgins who knows a lot about such things and so we're going to kind of be going through that and then maybe again, it's a group next in a week and a half and then we'd love to make more progress on what we can do here in town.

Mayor Potter asked if there was another public comment in-house or online. There was none.

4. AGENDA UPDATES or ADDITIONS – City Recorder

Angie Fowler

Yes, let's see, two last-minute additions. One would be under New Business. Item A , Considering new applications for Planning Commission members. We received a new application yesterday. So, I've included that for the Council in the folders.

And, oh, under Unfinished Business. I've added a reconsideration revote on the record for clarity of the proposed change in water rates. With the minutes there's a little just a lot of interruptions during that meeting, so I just want it to be clarified. I've included paperwork on that as well.

5. CONSENT AGENDA

- A. Financial Statement to Current - *(Removed, not included in the packet)*
- B. Minutes from September 13, 2023, Council Meeting

Mayor Potter

Thank you. And for the consent agenda, were we able to get the financials?

Angie Fowler

I did not receive the financial statements. She was working on the audit this week. So, I think that she kept getting sidetracked. I will send those out when she completes that.

Mayor Potter

Perfect. Thank you very much.

Kay Echaury

I make a motion to approve the consent agenda.

A MOTION TO APPROVE THE CONSENT AGENDA

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.

6. COMMITTEE REPORTS

A. Planning Commission

Ken Moore

Yeah, what's been going on and you have received the Fat, Oil, and Grease code and the Short-term Rental Code. Now, as Planning Commission, we were more empowered to do is issue orders that approve applications. And so, this is a this will go into effect by an ordinance that you ordain and adopt. So, we didn't even vote to approve what we put forward to you. We voted that this is something that the Council should look at because it's not really an official action. We did go through it. And with input, Jason over time, felt like this was... when we heard that Jason liked it, and we liked it. So, we didn't go over every word. It's still up to you to really parse it. And the same with the Short-term Rental. This is basically what Carlton does, Walt has adapted it somewhat for us. We didn't become experts on short-term rental, or taxing rates and things like that. We looked through and we said yeah, this looks like a fit. We talked about, should the landlord be nearby. And, you know, we kind of considered some of the aspects that went to this, but we didn't do exactly what exhaustively like we did with the lighting ordinance, for example, or the sign ordinance. So that's what comes, that's how it came to. I just wanted to be clear that we didn't treat it like it was something we created and we have voted on and this is the way we think it should be because it really wasn't our area of expertise or charter so it's up to you to do that.

Mayor Potter

What you have presented as is, is exceptional. And I'm glad that Jason had an opportunity to review it as well because it did bring up a few questions but as I continued to read, those questions got answered in the more in-depth portion of it. And so, that was encouraging. So, to me, you've covered pretty much every aspect of the potential ordinance. So, I'm grateful for what you have done. And when your Planning Commission is ready. We will definitely be anxious to pursue this.

Ken Moore

We've handed it off to you. But, what I'm saying is, it's not like when we consider a housing subdivision. We really didn't read every paragraph of what we're approving because we didn't really approve this. It's not, it's not really part of our charter. We operate out of titles 10, 11 and 13. Zoning, land use annexation. So, we did a little homework for you, but we haven't dotted every "I" and crossed every "T" "and what we handed you, thank you.

So are the things that are not Title 10. Things that are on our plate that are Title 10 are the Formula Business Code. I have a word that helps define Titles 10, 11 & 13 - Development code, that's our thing. And so, the Formula Business code falls into that, and so does the Nuisance Lighting code. This will become part of the development code. However, the Planning Commission approves or denies applications in light of established code. We don't adopt code. The City Council does that. So even though this is our bailiwick, and we will take it on, and we will look at every "I" and cross every the "T's" We will still come you hand it to you as this is our homework. And then you will adopt it as an ordinance and then we will use it to make decisions and write orders in the future.

So now the good news is that you've heard maybe already talked about the fact that we got that housing Grant for way more than we applied for.

Mayor Potter

Exciting news, will you update the Council with that information? I don't know if they got it.

Ken Moore

Well, I think you know the numbers better than I do. Why don't you?

Mayor Potter

Well, the application was for \$7000. And our planning commission was able to get \$47,000.

Ken Moore

City Planner, Walt Wendolowski

Mayor Potter

So that we'll be able to expand the report that we were going to get to include our UGB expansion and then we'll build available building property within the city. So, it's going to be more extensive and more information, and we'll have the money to pay for it.

Ken Moore

With that, that's the housing grant piece. There's also a technical assistance grant which I'll talk about in just a second. The housing grant, Walt explained to me was, this will be used for one thing our buildable lands inventory, the BLI, which will be a first step in our UGB. So now I said so whoa...so now we have the money, what do we have to do? And he says nothing, the state is doing it all. It's not like we have to apply for an application and hire our own consultants. The state is doing that all for us. And we will oversee it and he will make sure that the reason is good for us. But it's not something that he's even paid to do so that was not going to be a big burden on him.

The technical assistance grant, which we're still waiting on word for from that we feel pretty much confident about will let me go back to the house and grounds that will pay for Walt's time to help the Planning Commission come up with the changes to Title 10, The zoning code and the land use code in Title 11. He said we really should start with Title 11,

the land use code, that's where we can spend our time right now. Glad to see you're nodding, and you understand this too. And we'll be using that money from the housing grant. Housing grant money cannot be used to help us work out lighting, central business district issues and/or assign regulations. It just doesn't apply. So, the things that we can go forward on with the money that we've gotten are basically we, in our meetings, we will start digging into Title 11. Now the reason that nuisance lighting and formula business code are still on our plate but won't go forward. Walt seems to think and I think we've talked email and you've approved, is that we want to wait for the technical assistance grant to see if we can really dive into those in a very extensive way or if we needed to do it kind of on our own dime and be frugal. Maybe not have as good of a product at the end, but it'll be something we can afford. So, we're just going to put those on the back burner until we hear about the technical assistant grant.

So that leaves that big list of ours kind of parsed out into we're waiting, it's back to you. And we're going to dive in on land use. And that's pretty much my report about what we're up to. Now that's not all that's on our plate. We do have some land use issues that are coming for us and applications that we'll be considering.

Mayor Potter

I would like to propose to the Council that both the Short-term Rental and the Fat, Oil & Grease, be presented to legal counsel and asked to review and revise and create an ordinance for us. To make it official. I need a motion.

Kay Echaury

I make a motion that we send the Fat, Oil, and Grease Ordinance and the Rental Ordinance materials to legal counsel to be reviewed and turned into ordinances.

A MOTION TO SEND THE FAT, OIL, AND GREASE ORDINANCE AND THE RENTAL ORDINANCE MATERIALS TO LEGAL COUNSEL TO BE REVIEWED AND TURNED INTO ORDINANCES.

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.

Jenny Morrison, Economic Development Committee

So, in addition to what Ken said. I had a chat with Walt also just to try to find out what was the status of the grant for the because that's in line with the work that we're doing on our committee or to make the recommendation.

Mayor Potter

Economic Development Committee. Yes.

Jenny Morrison

And so with that in mind, I expressed the sense of urgency that we've all talked about, you know, over the last several months about making sure that we proceed with things and so he was like, Oh, yes, that does make sense. And so, I would like to just also put out there that I think that if we can don't get the technical assistance, we still proceed with the formula business restrictions and what was the other one the design standards, you know. So those things as soon as possible and for whatever it takes and that we can come up with the money to pay Walt to get things written up appropriately so they can be presented to city council and be approved. I would just like to add that as well.

Mayor Potter

Thank you very much. We also have that sense of urgency and I'm grateful to see that you guys do as well. Because it's time, it's just time.

Ken Moore

It won't take long to find out whether we get that grant and we whether we do or we don't we'll still move ahead on those, it'll just be a little more fun for the city if we do.

B. Water Advisory Committee – Meeting Cancelled this month, no updates.

7. UNFINISHED BUSINESS

A. Reconsideration and revote on the record for clarity of the proposed change in water rates.

Shea Corrigan

I think this, this unfortunate phrasing in the proposal creates an opportunity; I think the opportunity is that we can consider the increase of the water rates a bit closer. I think gives us an opportunity to go back and research with Mr. Tice, and with the Water Advisory Board in its entirety. To take an opportunity to make sure that what we're doing is exactly what's right. That we're not going with information that may not be entirely accurate. And I have some concerns that it may not have been entirely accurate.

I would propose a work-study or two. And, at the very least, postpone any vote on this until those have been completed. Just for the fairness of the people that live in the City of Yamhill and the people in the water districts. Because, right now, I don't think that we've quite done them to the proper service.

Mayor Potter

Do we want any further discussion? Can I get a motion?

Kay Echaury

Do we want to do a timeline, or?

Mayor Potter

It's proposed that we have a couple of work sessions, we review numbers, and then either finalize the decision or we'll make a different decision. However that is going to look for us.

We could also just put it on hold for the moment and not implement it on December 1, as we initially agreed to, but postpone it until say January 1, and implement it then. And, in the meantime, do the work sessions have a discussion. Look at all the numbers available. So, we've got options. So, what do you want it to look like?

Shea Corrigan

So I think that the conversations I've had with staff and listening to Jason and Tim Tice or Water Advisory board, there's most likely a need for a rate increase. But, I think that the thing is, it has to be very specific and to the penny what it actually has to be in order to make this thing work without taking too much. Especially from the people on the fixed incomes that we have in our town. I think that postponing it to at least January 1, gives us an opportunity to have some work sessions. And if we still aren't there, then I say we keep working until we get there. And I think we have to do that no matter how long it takes no matter how many hours we put in. It must be done. It has to be done right.

Mayor Potter

There is a sense of urgency. The longer we put it off, the less ability Public Works has to get started on CIP projects.

Shea Corrigan

I do understand that and I understand the importance of Public Works and having them well funded. At the same time, I don't think that we're there yet. As much as I really wish we were as far as having all the information. I think that there's some questions that still need to be answered. And I think that it would benefit the city as a whole.

Kay Echaury

Could I play devil's advocate for a moment. Why haven't those questions been answered at our last meeting with Jason for input? He said we had all the information that he thought we needed. So, I feel like I'm not opposed to what you're saying. I'm just, I'm just putting it out there that I thought last time we had all the information.

Shea Corrigan

I thought that we did too. And so, what I've heard since then, and again, some of what I've heard is just the things that I've heard, I don't have a way to back this up. However, some of these numbers apparently had to do with maybe misinterpretations of Mr. Tice's report, that maybe Mr. Tice's report was more accurate than we were advised by the Water Advisory Board. The Merkley Grant actually is still on the table for us, where we were told it was not going to be. There's quite a few things that have come up in the last couple of weeks since we last met. That makes me wonder if we were given the correct information. And again, the Mayor is absolutely right. We need to fund our Public Works department to make sure that we have a good infrastructure, so we can turn on the water and water comes out. But I think we just need to be real careful that \$107.90 is that number, and I no longer believe that it is.

Mayor Potter

Discussion from Council?

Tim Askey

I think we could look into it further. It took me a while to even get through where the confusion was. And I think just knowing that it won't hurt.

Kay Echaury

I'm not opposed to it either, because I want to do the right thing. I am opposed to, however, receiving a bunch of information for the fourth time, that may or may not be accurate, and then we're back to square one. So, let's do it again. And let's try and do it right. That's all I can say.

Shea Corrigan

I agree. That's why, in the work session, I think that we need to have as many of the humans there as possible. And everybody being completely candid, completely honest. Don't be I just think that nobody should say, "I feel like I'm put to a corner." I mean, we all have jobs to do here, say what's on your mind. If you have something to say, say it, so that we actually know what we're doing.

Mayor Potter

Okay, motion please.

Shea Corrigan

I make a motion to have a work session to further discuss the water rate, the potential water rate increase for the City of Yamhill and to postpone any potential increase to no earlier than January 1.

A MOTION TO HAVE A WORK SESSION TO FURTHER DISCUSS THE WATER RATE, THE POTENTIAL WATER RATE INCREASE FOR THE CITY OF YAMHILL AND TO POSTPONE ANY POTENTIAL INCREASE TO NO EARLIER THAN JANUARY 1.

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.

There was a conversation regarding the availability and scheduling of the work sessions.

8. NEW BUSINESS

A. Consider Applications for Planning Commission Members

- 1. Bonnie (Sue) Richardson Reapplication**
- 2. Lynden Carl Reapplication**
- 3. Jadeon Roberts-Maxfield**

Angie Fowler

We have three terms ending, two Planning Commission members have reapplied a third is not going to reapply. We have received a third application.

Mayor Potter

Okay. So the terms end on December 31, 2023. There are three of those terms. One is not returning, two are reapplying and we have three applications that include those two and then one new person who would like to fill the position that will be vacant.

To the Council: I know you read the applications, is there any questions in regard to any of the applicants and the applicants are Jaden Roberts Maxfield, Sue Richardson and Lynden Carl, all of which are Yamhill residents.

Any discussion on any of these? Okay, we'll go through each one and vote on each one individually. We'll start with Jaden Roberts Maxfield. Does anybody want to give a motion?

Kay Echaury

I make a motion to approve the application for Planning Commission for Jaedon Roberts-Maxfield

A MOTION TO APPROVE THE APPLICATION FOR PLANNING COMMISSION FOR JAEDON ROBERTS-MAXFIELD

**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.

Kay Echaury

I make a motion to approve the application by Bonnie Sue Richardson.

A MOTION TO APPROVE THE APPLICATION FOR PLANNING COMMISSION FOR BONNIE SUE RICHARDSON

**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.

Kay Echaury

I make a motion to approve the application for Planning Commission by Lynden Carl.

A MOTION TO APPROVE THE APPLICATION FOR PLANNING COMMISSION FOR LYNDEN CARL

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.

Mayor Potter asked that the candidates be notified and sworn in during the January Council meeting so they could begin at the January 2024 Planning Commission meeting.

9. DEPARTMENT REPORTS

- A. Administration – Chief Graven – Monthly All-Staff Report in Packet**
 - 1. Project Completion -Telephone Automated Attendant
 - 2. 2024-25 Budget Preparation Consideration

- B. Police – Chief Graven**
 - 1. Police Department Statistics October 2023

- C. Public Works – Jason Wofford**
 - 1. Request Merit Increase for Utility Worker I to Step 4.

Mayor Potter

Chief Graven? Do you want to start with administration?

Chief Graven

There was a report included in the packet. Did everyone get an opportunity to look at that?

Chief Graven

What I have discussed. I've been meeting with staff and we've decided to do it the week before the council meeting, that way if there's anything that needs to be put in there, it gives us time to be able to do that.

What we've discussed is what you see. I'll get with staff to get more input on all of them because I think that either input is invaluable and I want it in their words. I'm working with staff to make sure that I get information from everybody, even if it's a little blurb. Because they will say, I really have nothing to add. But then they're like, oh wait, what about this, this, and this. I think that having these reports would be informative for councilors and anyone else. And then if anyone has any questions about any of the reports that I put in there that include all the staff to answer any questions that anyone has. We've all been extremely busy. And as I say there aren't enough hours in the minute. The staff has been doing their due diligence and working hard. Does anyone have any questions?

Chief Graven

I noticed today, because we have a project initiative for the phone system that's been done. It's still a learning curve for me of trying to figure out technology. It's really cool to pick

up the phone and push buttons and talk to somebody but now there's a lot more steps involved sometimes. But I commend Angie for the work that she did and working with Comcast on that. And if there are issues just let us know.

There's also a process that I get the reports of all the calls that came in so I can look at those as well and see where they're going it's been beneficial. I've heard feedback that has cut down on their time of answering the call and then it not even being something associated with the city that they spend time with and then try to help them anyway. It'd be great if we were just an answering service, but there's a lot of things going on. And so, Angie, the work that she did with Comcast has been great. Any feedback would be helpful, too. There's still a learning curve for me to figure out all that stuff.

Mayor Potter

No, it's been good. Angie had sent me an email the other day requesting some information. And, I picked up the phone to call rather than type out and I got the new voicemail system and that oh look at this. This is so fun. It was good to tap the number and did what I needed to do. I didn't leave a message; I answered her by email.

Chief Graven

What's nice also is that it reveals the voice messages so when I'm out on the road, it actually emails me and notifies me and I can listen to what the voicemail is when calls come in.

Mayor Potter

There was a phone call or there's a message? Yes, yes. Can you read the voicemail? Does it give you a written out of the emails me, and I click on it. I can hear the recording of the transcript.

Mayor Potter

It does a transcript as well. And we appreciate that. Okay, thank you, Angie, for getting that phone system in place. Much needed. We're moving forward look at that.

Chief Graven

I've been working through a lot of the grants and the grant process and there's a lot of grants that will be becoming available that we're looking into and contracting with different resources that will help us and assist with those grants. So that's, that's going to be really beneficial for the city.

Mayor Potter

Will you update the council on the Merkley Grant?

Chief Graven

I have been working a contract with the Willamette Valley Council of Governments. What there's been discussion and potentially confusion about- that I can clarify- is that so there was money that was set aside that was earmarked. Yamhill was one of the beneficiaries of that earmarked money. There was discussion about potentially that it was awarded already - it's earmarked for us. There was a discussion that there was an

application that was submitted, so the city has not started the application process yet, which will be working with Mid-Willamette Valley Council of Government and Business Oregon. To get those processes moving forward to be able to benefit from that earmarked money. That will help the city with a lot of the projects in the planning stages of the projects to move forward with some of the things that we have set up.

Mayor Potter

And how much was the Merkley Grant?

Chief Graven

\$192,000

Mayor Potter

That's a lot of money. Okay, thank you for the update.

Police Department, Chief Graven.

Chief Graven

The been a lot of training going on. Officer Miller's been working diligently but the accreditation process. Corporal Van Cleave and I have discussed this with him, and the challenge is that it requires a lot of office time and it's important for us to have visibility So, what Officer Miller has been doing is, out on the road with safety in mind, focusing on during the accreditation process which requires a lot of computer work. Fortunately, with technology, he's able to sit out there and at least have high visibility while he's working on the accreditation process. So, he moves around different areas in town instead of just being here at the office and is out on the road. And then if he sees something that's flagrant, he will go and do some traffic enforcement. His primary focus is the accreditation process because that takes an extensive amount of work and resources for him to do. A lot of focus is required for that. So, he's been working diligently on that process. And a lot of the required trainings were at the end of the year and we had a standard through the Department of Public Safety Standards and Training for the training. And we have met and exceeded all of those training courses at the Police Department as far as what the standard requires and where we're at with our training. And Corporal Van Cleave has been going to a lot more than fellowship conferences. That's where he's at this week, is down at a conference.

Mayor Potter

Wonderful. It has been busy.

Chief Graven

We did receive new federal funding through Oregon Department of Transportation and now The National Traffic Highway Safety Commission. There are grants for the seatbelt, which they were able to utilize before the grant funding started to help us to get out there for Halloween. That was one of the kickoffs for Halloween was through traffic, the safety of seatbelt enforcement was awarded the funding for distracted driving, as well as speed and impaired drivers, and also for, again, the seatbelt.

Mayor Potter

Okay, good. Thank you. How's the audit going?

Chief Graven

On it is going well. There was a lot of work that's involved with the auditors didn't come in here Monday and Tuesday. And they didn't go running out the door. I didn't have to chase them out the door. So, they were happy. We were happy. It just requires a lot of work and answering a lot of the questions that they have and then with some of the challenges that we are overcoming, trying to utilize the or trying to obtain the correct information that they're inquiring about. They are still working on it. They were only here for two days, whereas in the past I've seen them here for almost two weeks sometimes.

Mayor Potter

The audit process is very intensive.

Chief Graven

And they had two computers each laptop in here and they were working diligently doing what they needed to do and asking for a lot of stuff and the office staff has been busy getting all the stuff that they need that they're asking for.

Mayor Potter

How much longer do you think they have before they're finished?

Chief Graven

We're hoping by tomorrow. We were anticipating either today, but by tomorrow, everything that they need to process the audit, which takes them some time to finish and then there's always some peripherals that they ended up inquiring about after that, but then they'll have their report.

Mayor Potter

Okay, excellent. Good. That'll make everybody happy.

All right, Public Works?...

Jason Wofford

So you see, Mr. Johnson's merit increase and the thought behind that.

Mayor Potter

So where is he currently on a scale?

Jason Wofford

He's not on the pay scale. He's not even at step one. He's at \$18.75 and he's not at step one, which is \$19.

Mayor Potter

Okay, and what is Step 4?

Jason Wofford

It would put him at \$22.60. I did have an alternative to that, it would be moving into utility II, Step 1 at \$22.16. We have these multiple reviews. He had a six-month review. He had a review at the annual fiscal year. I think he's got probably another 30 days to go until he's been here a year.

The review at the fiscal year was supposed to put him on the wage scale, but it just got lost in the shuffle.

Mayor Potter

Do you have a job description and a copy of the review for us?

Jason Wofford

The job descriptions on file with you guys here. That's the Utility I job description and the review is in his file.

Mayor Potter

Typically, we review the those your review with him. Typically, we'll review that when we discuss increases, particularly merit increases. So that would be helpful to have had that when we make these decisions. So, we know what he's been accomplishing. We know what his goals are. We know you know what you two have discussed and what he's working towards.

So, he's currently it is \$18.75. Step one is \$19 something, step two is \$20 something, step three, I can assume is \$21 something. Step four is \$22.60. Why did you choose to go from zero to four?

Jason Wofford

The value of the employee and what he saves us on facilities. If we had to outsource that, probably looking at 1000s of dollars. Not only what he did to Kim's wall, that saved us probably roughly \$3,000 with the other facility matters what you did to the Public Works building facade. I mean, that saved us roughly \$6000 Yeah, and what he's done to other structures, I mean, I just feel like somebody at this scale and magnitude if we lose them, we're going to have to outsource that work. And the savings would be better in house, it's exponential.

Mayor Potter

Rumor has it that he might be working on the bathroom in this building.

Mayor Potter

It's a project in the works. Okay. Well, we prepared the scale, the step increase wage scale, and we had all that work done to research and, and create so we had a guideline, so we all these numbers didn't come out in making these decisions. We had a guideline, and I would like to encourage the council to stick within that as much as possible. But I would be open to hear what your thoughts are on a Step increase for merit, which is well earned.

A discussion about the steps and how they proceed. It would continue to step 5, and then the job tops out at step 6, which would lead to Utility Worker II

Kay Echaury

I don't understand why he doesn't have a step yet.

Jason Wofford

He did not get moved into a step when we adopted this 2-3 months ago.

Kay Echaury

An hourly increase of \$3.85. I'm not opposed to that. I'm a little opposed to going from 0 to 60.

Shea Corrigan

Do we have any other employees working for the city that are not assigned to step at this point?

Mayor Potter

That's a good question. That would be a question for payroll. No, okay everybody else is assigned to step. He's the only one. So, can we assume that he is currently at step one, and then make a decision? Based from there forward?

Shea Corrigan

What did he do to the facade Public Works? Was he the one that rebuilt it and yeah, took the rod out and painted right on the front and he drywall to completely rebuilt the wall?

And he's happy at \$22.60?

Jason Wofford

Yes. Because ultimately him and I had the discussion of moving into Utility II once you reach a step six, he didn't have a certification at that point. Because it takes us two to three years to get our certification in water or wastewater because of the hours.

Shea Corrigan

Is that certification, that discussion, is that part of your next review with him on where he stands with that so it is actually followed through on?

Jason Wofford

He's already enrolled in collections for Sacramento State University. So he's already doing the study; he's already doing the work. It's just hours now, mainly certifications take forever. Time.

Shea Corrigan

My personal opinion on that is that at \$22.60, considering the level of his work that he did in the building here and Public Works, warrants \$22.60 by today's market. But again, I don't like the idea jumping from zero to four. So, I just want to make sure that isn't something we do right everybody needs to be where they are. Because there's no point in

having a procedure if we don't follow it. But, if that's where that this guy needs to be in order to get him where he needs to be, to retain that skillset...

Mayor Potter
Any other thoughts?

Tim Askey
So going to step four, on a time of like looking at it on timeline, would put him in line with certification if you start following the steps?

Marc Hedin
I mean, the skills definitely worth the money. It's just hard to go from that. No step should have been brought in on a step because that was the whole point of this was to prevent this from this having to be a discussion.

Mayor Potter
Exactly that it's automatic. Just 123456.

Shea Corrigan
Yeah. Well then if you look at this, this guy being employed here for just under a year? Perhaps we were blessed to hire somebody that was overqualified for his beginning step.

Kay Echaury
So to stay in line with the process. Could we move him to step one right now or make it even retroactive and then when he reaches one year to step four?

Mayor Potter
Which is 30 days from now?

Kay Echaury
Still, I feel like then at least we're following the process a little bit. Not skipping on step one.

Mayor Potter
Shouldn't he be at step one anyway? We should just assume that the zero is actually a one. We can assume he's at one now and should have been.

Shea Corrigan
Although, I do understand what Kay's saying that makes sense to, you know.

Kay Echaury
Yeah, let's do it right.

Jason Wofford

But, it's weird since he has worked here a year because he was a part time employee before he started full time in December. His hire date was in October.

Mayor Potter

I would like to see a step two or three. I think four would be really wonderful to do, but I don't know whether we have it in the budget. And I think three would probably be stretching.

Jason Wofford

The one thing I'll just say ... That's why I gave that second option as a Utility II, because we have that in the budget that was never stricken from the Budget. So we have a Utility II position that if you wanted to start him at \$22.16, giving him six years to get all of the certifications and to move into a plant operator. I feel like, personally, that would be a better fit because now because he's my most versatile employee.

Mayor Potter

Okay, so I'd like to propose then that in at his one-year mark you do a one-year review. You present that review to the council with a copy of the Utility I position and the Utility II position and then the council decides at that time to either step in at the four or to promote him into the next level of Utility II.

Tim Askey

The wage, should it be moved to one?

Mayor Potter

He should be moved to one in the interim. Absolutely. And probably backdated to July 1.

Kay Echaury

I agree.

Shea Corrigan

Including a pay increase. Is that true? Yeah.

Kay Echaury

Yes. 25 cents per hour. But that's temporary. I mean, I don't want him to feel like we don't value his position.

Jason Wofford

I'm not trying to be the bleeding heart here, but it's just... I understand it's just when we haven't I know the importance of the employee. I work with him. I see the work he does. And, to give him just \$19 walk away and say we just gave you a quarter now we're going to go wait 30 days and then we're going to give you then we're going to review it again.

Kay Echaury

My employer I also follow the step system, and I can I did say I'm worth more, even though I feel like I am- know what I mean. I can't work outside of that step system.

Jason Wofford
I just don't want to lose him.

Kay Echaury
I understand that. I feel like we've lost some good employees. So, I understand where you're coming from I truly do.
There was further back and forth discussion on the different options.

Kay Echaury
I make a motion to move Utility Worker I to step one, with the pay retroactive to July 1. Upon the review of his review and positions, the Council will look at either increasing his step for Utility Worker I or moving him to Utility Worker II.

A MOTION TO MOVE UTILITY WORKER I TO STEP ONE, WITH THE PAY RETROACTIVE TO JULY 1. UPON THE REVIEW OF HIS REVIEW AND POSITIONS THE COUNCIL WILL LOOK AT EITHER INCREASING HIS STEP FOR UTILITY WORKER I OR MOVING HIM TO UTILITY WORKER II.

**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.

10. COUNCIL REPORTS

Mayor Potter
Any council reports? I have something I have been working on... I do want to ask, though, We're going to do it for one full year because we said we would, but how do you think the First Fridays are going? What are your thoughts on First Fridays?

Marci Hedin
Well, Kay and I had a great discussion last time.

Shea Corrigan
Pam Kersh showed up for the last one.

Kay Echaury
I don't know I'm not I'm not opposed to showing up. I'd like to see more citizen involvement.

Tim Askey
I think that it is kind of helpful just to get together like in a non quorum, or with someone like another one of you guys in council. And, to look at the codes and stuff.

Mayor Potter
I do enjoy looking at the codes and the charter.

Mayor Potter

We will continue through to the end of the year. Because, we said we would. We will follow through on that.

Shea Corrigan

We should increase the snacks more.

Mayor Potter

The next year, ya that does make a difference.

Marci Hedin

Would there be a better day for the community? Is that why people aren't coming because it's Friday.

I mean, it's kind of early on Friday too. I'm not, I'm not always off work. Yeah. So maybe part of the reason is the time you get home from dinner with their families, they don't have that extra time. That might be part of the problem.

Mayor Potter

Okay. So, the next council meeting. Angie, will you put it on the agenda for us to further discuss First Fridays and our plan for the next year? And what kind of goals we might have for that.

RETURN OF DISCUSSION TO DEPARTMENT REPORTS – PUBLIC WORKS

Jason Wofford

If you do have a second, I did want to discuss a few things that we went over with AKS Engineering.

So, I met with AKS with regard to the FEMA Grant. Looks like it's going to, at this point, it's going to be accepted we're looking at probably \$800,000 that the city is going to have to come up with one way or another to get that 1.6-million-gallon reservoir, FEMA is all in. Some of it is SDC recouped, so I think around 30% for the project so it's a high-level design right now. So that's a positive moving forward.

Mayor Potter

What is the full cost of the reservoir?

Jason Wofford

It's 2.2 million.

Mayor Potter

Just in installation? [Yes]

Kay Echaury

And our portion you said was \$800,000? [Yes]

Mayor Potter

And where's that 800,000 in the budget?

Jason Wofford

It's not in the budget and that's something we'll discuss later. Once we come up with a better plan that something engineering and I stuck. We talked about possibly putting a bond out. That was just a discussion. Nothings in stone yet. That's something council can talk about and meet with engineering and have them come in and kind of discuss what we can do to get that money one way or another. Could be doing away with the concrete reservoir. That's not structurally sound right now. So, we in total, it'd be a 1.3 million capacity. That would put us out of three-day reserve, which right now we're at probably a day and a half.

Another one was the intake screen is completed and agreed upon by ODFW. That's being paid for from Park Meadows Estates, that's fully-funded. That project came in around \$40,000 - \$60,000 and it allowed us to do some other upgrades to the intake.

Shea Corrigan

\$100,000 was originally allocated for that, right?

Jason Wofford

Yes, it was, but the project is only \$60,000.

Shea Corrigan

So, we can use the other \$40,000 for other things like from the intake into the first holding where we have water loss?

Jason Wofford

Yeah, it's just improving the intake screen, it's earmarked to that. So we've found other ways to use utilize that extra additional money at our intake screen and just making it more compatible with the system. The upgrading pumps, things of that nature. The asphalt aspect of the roads that are currently being paved. That would be Cedar Street will be getting paved, Hemlock will be finished up, and the Third Street will be completed with the waterline project that we're doing that's kicking off this week. They've completed the potholing so they know where the water line is. The waterline will stay active and live during that project so nobody will have any water loss or will be shut down. While I have one shutdown day and that's when we tie into Highway 47 at that valve there. And then from that point on everything will be live. The cost for the city just came back at \$9,000. And there again that was SDC fundable due to the fact that was on our CIP projects. So that picked up the additional cost of asphalt along with Cedar Street that was an addition to CIP.

Mayor Potter

I would've anticipated it would have been much more expensive.

Jason Wofford

From a structural standpoint that gives us a two-inch overlay on all those roads. We've removed one speedbump but in return, the contractor pay is going to be paving the rest of

Hemlock that was the return on that value. So, I thought it was a good return. Hence the speed bump was kind of an oddity at that point once you were turning right to head east on Third Street there though.

Most projects will be completed probably by January. This will increase our pressure out to South Yamhill with that valve inner tie there.

We've been talking to the civil engineer over at the gas station project. There's a couple of hiccups just few minute things that we're asking for one being the grease or grease by the oil interceptors on that project, and how the removal of that process will work go into our storm system, our collection system. So, there's kind of just a little bit of civil engineering aspects of things they got to do on their side and how we designed it and some other input we have on the waterline, so we'll have a better collective system there on that gas station. We're going into design right now on Olive Street for that next CIP project, which will probably kick off next fiscal year. That should be completed. Probably there again with January. The impound to the intake study has completely been kicked off. AKS is looking at it right now. There again, it's a low-level study around \$20,000 which we're Funding that out of the Olive Street project; but then funding back the project from what Business Oregon has given us. So there's all projects that are currently going and you have completion dates on the ones that are in construction.

Mayor Potter

Wow. There's a lot going on. This is neat to see though, isn't it? [Yeah.]

Jason Wofford

And you know, we just cut our water loss by another 100,000, due to our backwash media speeding the process up and then we got two fire hydrants installed that were leaking on Highway 240 and Highway 47.

Mayor Potter

So what was our water loss percentage?

Jason Wofford

Three years ago. I want to say we were at 53% water loss.

Mayor Potter

And where are we at now?

Jason Wofford

12%

Mayor Potter

That's very well done.

Jason Wofford

Just recently put it in isolation valve on South Yamhill because there were no valves in that system. So if we do have a break in case of an emergency, there's a valve installed. It's a safety net for that system out there.

Mayor Potter

That really is excellent. Thank you. 53% loss to 12%!

Jason Wofford

Any upgrades I mean, the inserta valves, the manual valves, the operational dial. It's big, big when you can control your set points and control your operations.

Mayor Potter

So how much water do you think that is?

Jason Wofford

Well, it's millions. I mean, I could have Kyle dial it up but it's, it's in the millions.

Mayor Potter

That's just so encouraging. We do need to continue to inform the community though. We do need to get information out there.

Jason Wofford

I think he has been doing a good job with the website. We've communicated a lot better with utilization give to her pores, shutting things down or installing things getting outreach in the community.

Mayor Potter

With accomplishments as well. I got an email from somebody the other day and they were saying 40% water loss.

Jason Wofford

Just to kind of backtrack a little bit, the impounds intake, that's looking at like a \$3.3 million dollar project and that's a heart. So it's something that Council will have to project. That's to hard line. the impound water source and take screen so you have 100% capture ability.

Shea Corrigan

That's 85% loss now, is that right?

Jason Wofford

Like 80%. Twenty percent capturability.

Mayor Potter

The job would be now three 3 million? [3.3 million] And three years ago when we were talking about this, it was only like two million? [Yeah] I'm not surprised. Is that on the CIP?

Jason Wofford

That's something that we addressed with AKS... is rewriting the CIP because as we stand currently, we've completed seven CIP projects in the last two years.

Mayor Potter

Nice. Is that on the website? Are we telling people I need to tell people we need to announce your accomplishments. Jason, seriously. You're working hard.

Jason Wofford

Yeah, and I guess the last thing is, the Pike Bridge is going to be under construction here. I know you probably see it posted when you're going out there; but, we're working with Evans and Associates to get the proper design that the city needs and the county and you know, we're gonna skew away from our water line out there, our main transmission lines, so there's just some kind of adjustment we have to make

Mayor Potter

So we're adjusting the water line, we're not paying for the bridge

Jason Wofford

No, that's all County. Thank you for clarifying. So other than that, that's about all I had.

Mayor Potter

That's a lot. A lot.

11. INFORMATION/ANNOUNCEMENTS

- A. Applications for Planning Commission are still being accepted.
- B. First Fridays Meet & Greet: December 1st, Kay Echaury & Shea Corrigan

Mayor Potter

All right. Announcements, applications for Planning Commission are still being accepted. However, I think we filled all three positions, right? So they're no longer being accepted. We'll take that off.

And First Friday meet and greet in December 1 with Councilor Echaury and Councilor Corrigan. So they will be attending the First Friday and be available for any questions, comments, and discussion. And they'll also be sharing a portion of the Municipal charter and going through some of the Municipal codes and having discussions so please attend First Friday. We'd love to see you there. It makes us feel like we're doing something good. And that is all I have. Does counsel have anything further?

Kay Echaury

I would like to have tree-lighting date please.

Mayor Potter

A tree lighting date. I think we have to coordinate with YDA.

We will do that through email this week.


12. ADJOURNMENT

Kay Echaury
I would make a motion to adjourn.


Mayor Potter
We are adjourned.

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,



Yvette Potter
Mayor, City of Yamhill



Attest:
Angie Fowler, Recorder

