



# City of Yamhill

A small taste of Oregon

## CITY OF YAMHILL, CITY COUNCIL MEETING Wednesday, December 11, 2019 7:00 P.M. MINUTES

### REGULAR MEETING

#### 1. **CALL TO ORDER:** Roll Call

The meeting was called to order by Mayor Potter at 7:00PM

**Present:** Mayor Potter and Councilors, Disbrow, Askey, Echaury and M. Gilmore

**Staff present:** City Recorder Gilmore, Interim-Superintendent Malis, Chief Graven

#### 2. **FLAG SALUTE:**

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

#### 3. **PUBLIC COMMENT:**

None Received.

#### 4. **PRESENTATIONS & APPOINTMENTS:**

##### A. Yamhill Downtown Association Review- Dana Gray

Dana Gray was not in attendance. Philip Higgins spoke as a representative of the Yamhill Downtown Association (YDA). Higgins is a member of the YDA board and reported they co-sponsored the City's Annual Tree Lighting event that included a food drive to help stimulate the local economy. Higgins has not yet received all of the information regarding the achievements of the event but is aware that it was a large turnout for the event. Higgins reported that the YDA has recently enrolled in the Main Street Program which helps the relationship between economic development and Municipalities' and Mayor Potter has agreed to share a copy of the Main Street Handbook with Council and staff. In the near future Higgins would like to discuss with the City implementing a Transient Lodging Tax which can help increase the visitor economy and would also like to discuss a solution to the lack of available industrial land. The YDA is working on implementing several programs for the year 2020 that include a "Farmers Market" and a "Stories in the Park" series. Higgins anticipates updating the Council with more information after the first of the year.

**5. UNFINISHED BUSINESS:**

- A. Discuss citizens concern for traffic speed enforcement on Highway 47, and painting of curbs on Azalea Street between Maple and Larch for no parking.

Patty Pairan, of Maple Street in Yamhill has a complaint regarding speeding in town, stating it is an ongoing issue and has complained many times in the past and doesn't feel like enforcement is being done on Highway 47 and directed her complaint to Chief Graven. Graven stated that he has responded many times to Pairan over the last couple of years regarding her complaints and has addressed the complaints, Pairan believes his responses are unacceptable.

Mayor Potter questioned Pairan regarding discussion with O.D.O.T to install a 4-way stop at the intersection of Hwy 47 and Hwy 240. Pairan has not contacted O.D.O.T, and prefers for the Yamhill Police Department to realize there is a serious speeding issue and enforce the laws. Pairan stated that she will continue until the issue is resolved and may need to report the complaint to the Department of Justice.

Pairan also is requesting that yellow lines be painted on the South side of Azalea Street between Maple Street and Larch Street for no parking. Pairan stated that during some of the School's functions people have been parking on Azalea Street and also blocking the fire hydrant on this block. It was noted that this block was recently improved with paving and curbs by the City and no signage is in place at this time. Malis reported that he already has a stop sign available for that block and will schedule the installation before next month's Council Meeting.

**6. ORDINANCES:  
FIRST READING:**

- A. Consider adopting Ordinance O-527 an Ordinance Changing the Zoning of certain property located at the South Side OR Hwy 47 and East of N. Hemlock Street, Yamhill Oregon also Identified as Tax Lots R3404/00300, R3404AB/00300, 00400, 00501 From R-1 to R-2 Zone and declaring an emergency. (Charter Chapter IV, Section 17, adopting an ordinance at a single meeting) Ordinance No. O-527 will be available. Ordinance posted: December 1, 2019 (Charter Chapter IV, Section 16(b).)

Councilor Echauri read Ordinance O-527, by title only, for the first time.

Councilor Echauri read Ordinance O-527, by title only, for the second time.

Motion by Disbrow to approve the reading of Ordinance O-527, seconded by Echauri to adopt Ordinance O-527 an Ordinance Changing the Zoning of certain property located at the South Side OR Hwy 47 and East of N. Hemlock Street, Yamhill Oregon also Identified as Tax Lots R3404/00300, R3404AB/00300, 00400, 00501 From R-1 to R-2 Zone and declaring an emergency.

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Echauri and Askey  
Nays: None

The motion carried.

**ORDINANCE O-527**  
**AN ORDINANCE CHANGING THE ZONING OF CERTAIN PROPERTY**  
**LOCATED AT THE SOUTH SIDE OR HWY 47 AND EAST OF N. HEMLOCK**  
**STREET, YAMHILL, OREGON ALSO IDENTIFIED AS TAX LOTS**  
**R3404/00300, R3404AB/00300, 00400, 00501 FROM R-1 TO R-2 AND**  
**DECLARING AN EMERGENCY**

**7. NEW BUSINESS:**

- A. Accept and approve the Council Order for Subdivision Case # 19-01 and authorize Mayor Potter to sign Order.

Motion by Echaury, seconded by Disbrow, to approve Subdivision Case # 19-01, accept and approve the Council Order and authorize Mayor Potter to sign Order.

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Echaury and Askey  
Nays: None

The motion carried.

- B. Planning Commission – Consider re-appointment of Sam Fox – 2-year term expires December 31, 2021.  
C. Planning Commission – Consider re-appointment of Trisha Player – 2-year Term expires December 31, 2021.  
D. Planning Commission – Consider re-appointment of Carol Prendergast– 2- year term expires December 31, 2021.

Motion by Echaury, seconded by Disbrow, to approve the Planning Commission re-appointment of Trisha Player, Sam Fox and Carol Prendergast, terms expire December 31, 2021.

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Echaury and Askey  
Nays: None

The motion carried.

- E. Discuss discontinuing Oversight Commissioner for the Water and Sewer Treatment Operations.

Councilor Disbrow was appointed as an oversight commissioner for the Water and Wastewater Treatment Operations at the July 10, 2019 Council Meeting. Since that time Disbrow has provided responsibilities including supporting the plant operations manager and DRC in training, procurement and purchasing of needed materials, equipment and assistance to improve operations of plant and sewer conditions. Mayor Potter thanked Disbrow for his tremendous service to the City for the past few months, while Malis was transitioning to the Interim-Superintendent position. Potter recommends turning the duties over to Malis and discontinuing the oversight commissioner appointment.

Disbrow does not agree with the recommendation and believes Malis still needs some program management and technical support. Disbrow believes many of the projects he has been working on could not get done without his support. Disbrow was instrumental in locating a crane to purchase, doing research to replace the skylight domes at the water plant, purchasing the valve operator wrench, chlorine analyzer station and obtaining an estimate for repair on the Public Works building. Malis would like to utilize Disbrow on an "as needed" basis and has appreciated all of his hard work but will be transitioning the work to Melissa Von, the Administrative Clerk. Disbrow will work with Von to pass on a few projects that he is in the middle of and Council's consensus is to phase out the support during the next month and consider a vote at the January 8, 2020 meeting to discontinue the appointment.

F. Discuss the condition of the Beulah Park Skatepark area.

Councilor Askey would like to discuss any current maintenance or upkeep that is in place for the Beulah Park skatepark. Askey was told previously that "the park was installed by a group of young men with the permission of the council several years ago" and an agreement was that they would maintain the facility. The maintenance quickly ended, and the City was left performing all the work for upkeep on the skatepark. Askey would like to work together with volunteers or City employees to clean up the concrete so it can be more usable for skateboarding. Mayor Potter asked Malis to provide an assessment of what would be needed to clean up the area and also suggested that the Yamhill Community Club could partner with the City for the cleanup. Councilor Echaury suggested the City contact the local boy scouts as they are always looking for eagle scout projects.

## 8. **CONSENT AGENDA**

- A. Approve Council Minutes
  - (1) Regular Session November 6, 2019
- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO # 20-032 - Eagle Cap Industries, LLC - \$5,000.00 – Crane for Public Works Truck.
  - (2) PO # 20-033 – Correct Equipment - \$5,550.00 – Chlorine Analyzer.
  - (3) PO # 20-034 – Trade Tool - \$2,574.10 – Valve Wrench.
  - (4) PO # 20-035 – Accu-Tech Auto - \$ 546.31 – 2016 Patrol Car
  - (5) PO # 20-036 – The Automation Group - \$1,333.75 – WWTP Influent Pump Troubleshoot.

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

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Echaury and Askey  
Nays: None

The motion carried.

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

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

Chief Graven reported that the department has had a very busy year with a total number of contacts for traffic enforcement to date in 2019 being 860 and in the month of November issued 48 Municipal Court citations, 82 warnings, 10 citations for Circuit Court and handled 128 calls. Graven reported that Officer Miller has been involved in Critical Incident Response Protocol training and today scheduled a “Critical Incident Protocol Active Shooter Drill” that involved observation by the staff at the school with local law enforcement and the Yamhill Fire District being involved. Officer Miller stated that the drill went well with a lot of questions and comments from the school staff. Councilor Echauri, an elementary school teacher, reported that the drill was very beneficial and very important information was provided.

B. Public Works Review –

Malis reported that today he had an informative meeting with D.E.Q. at their Eugene Office and learned some valuable information for reporting requirements. The water plant diversion was cleaned out yesterday with plans to remove more sludge from the sediment basin this week. Malis stated that Kyle Adams the Utility Worker has completed a water distribution study course and will continue with a water treatment course with plans to take the certification tests later next year. Disbrow questioned what the status is on repairing the Public Works building after presenting a quote last month for \$8,500.00. Mayor Potter responded that it should be discussed at an upcoming budget worksession. Disbrow also indicated that the Public Works Department needs to budget for replacing vehicles in the near future.

C. Mayor/Administration Review-

Mayor Potter would like to schedule a budget worksession in January to include the Budget Committee, Council and City Department heads to discuss the current state of the adopted budget as well as discussing a tentative supplemental budget for this Fiscal Year. Potter would like to schedule the work session for Wednesday, January 15, 2019 at 6:30pm and Gilmore will send an email to see if a quorum will be available for that date.

D. Council Review

None Received.

E. Emergency Preparedness Review

None Received.

**10. INFORMATION/ANNOUNCEMENTS:**

A. City Offices will be closed Wednesday, December 25, 2019–Christmas Holiday and Wednesday, January 1, 2020 – New Year’s Holiday.

B. 2020 City Council Meeting Dates.

- C. Certified 2017 Population Estimate – 1,105
- D. Vacancies: Budget Committee - 1 member-  
Applications are available at City Hall.

**11. ADJOURNMENT: 8:59PM**

Motion by Echauri that the meeting adjourn at 8:59PM.

The motion carried by unanimous vote.  
Respectfully submitted,

---

Yvette Potter  
Mayor, City of Yamhill

---

ATTEST:  
Lori Gilmore, City Recorder