

**LOCATION: Council Chambers**

**DATE: December 11, 2024**

**TIME: 6:30 p.m.**

## **CITY COUNCIL MEETING MINUTES**

The council approved resolutions for police equipment funding fiscal sponsorship, and water infrastructure projects. The school district reported on their mission, strategic plan, and recent safety upgrades. The Economic Development Committee and Water Advisory Committee also provided updates on their activities. The meeting covered various updates and activities from the previous month. Public Works weatherized the water treatment plant, maintained water distribution, and prepared for construction. City Hall prepared for the annual audit and updated the city website. The city received three RFPs for the parks master plan. The City Council attended several meetings and events, including a community dinner and a tree lighting ceremony. Upcoming events include a Gingerbread contest and a citizen advisory meeting. Newly elected council members were congratulated and recruitment for the Budget Committee was announced.

**I. CALL TO ORDER** Mayor Potter called the meeting to order at 6:30 p.m.

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**ROLL CALL** **Present, In-Person:** Mayor Yvette Potter  
Councilors: Shea Corrigan, Tim Askey, Kim Kind  
**Staff Present, In-Person:** City Admin. Shelley Reimer, Jason Wofford,  
Public Works; Angie Fowler, City Recorder

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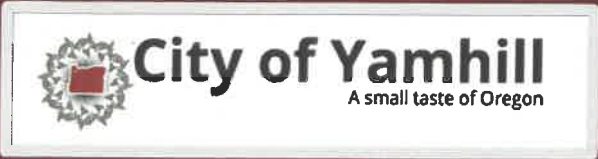
**II. FLAG SALUTE** The mayor led the pledge of allegiance.

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**III. PUBLIC COMMENT** Public Comment was received by:  
Patty Pairan, 215 N Maple St., Yamhill  
Ingrid Denman, 420 E Third St., Yamhill

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**IV. AGENDA UPDATES OR ADDITIONS** Resolution 833 was updated since the packet originally went out. It was already updated online.  
Resolution 834 was added to the agenda in *New Business, Item B*  
The Christmas Tree lighting Thank yous in *information and announcements* was also updated.



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**V. CONSENT AGENDA**

A) Financials

B) Minutes

**A MOTION TO APPROVE THE AGENDA**

**ROLL CALL:** Motion introduced by Kim Kind and seconded by Shea Corrigan

**Ayes (4):** Potter, Askey, Corrigan, Kind

**Nays (0):** None

**The motion carried.**

**VI. COMMITTEE REPORTS**

A) Planning Commission

Ken Moore, Planning Chair informed the council that they would be holding a hearing at the next planning commission meeting for the EMC gas price sign at the new service station. They are additionally continuing to work through Title 11 updates.

B) Water Advisory

The city administrator noted that Jason Wofford would be covering some of the water advisory's work in his public works report.

Patty Pairan gave an update on her summary of past water advisory meetings and the phone tree for citizens that are not able to access information from the internet or other postings.

C) Economic Development Committee

Jenny Morrison gave an update on the EDC. Stating that they had come up with their mission statement in the last meeting:

"To bring economic vitality to the central business district and create a thriving community in which to live, work and play."

They also categorized what they wished to accomplish under the headings of live, work, and play with subcategories for code updates, beautification/rejuvenation of downtown, and park updates.



**VII. UNFINISHED BUSINESS**

A) IT Update

We are continuing with the City of Kaiser as our new IT provider. We are in the process of getting an IGA from their legal department. In the meantime, the City Administrator is continuing talks with two other providers.

B) Meeting with McMinnville Water & Light

Jason Wofford updated the council on the discussion with McMinnville Water and Light.

This was a progressive meeting to look at supplemental water. Right now, we are just looking at which direction to run. There's a Puddy Gulch option and there is Hwy 47 through Carlton. Jason is favoring the connection at Carlton at this point.

C) ARPA Funds Closeout Update

City Administrator Reimer informed the council the ARPA funds need to be spent by December 31, 2024, it's not enough to just have budgeted for it. We actually have to have spent it, or you have to return it.

Our accounting clerk has been working to go through all the files and just confirm that we have, in fact, spent it.

D) SCA Grant Update

We applied for a Small Cities Allotment grant for sidewalks, and we did not receive the grant. The next round of applications starts March/April, and we will be applying again.

E) Lighting Ordinance Order of Recommendation Review

The PC's Order of recommendation was omitted from the packet. The council did discuss changes and a couple of other changes that they would like to have planning work on prior to the council holding a hearing.

Councilor Corrigan noted that a few things need to be more specific. There were concerns about if light shields were required to be done or if it was complaint driven. He researched costs and stated if every streetlight in town necessitated change the bill would be near \$48k.

There were concerns if there was a complaint if it would be the PGE's cost or the property owner's cost to fix.

It was decided that the council would email Shelley with any concerns by Friday, and she would forward it to the City Planner who would take it to planning to have them discuss making additional changes.



**VIII. NEW BUSINESS**

A) YC Schools Superintendent Update

Student ASB Officer, Lucas Partin, updated the council on what the students have been doing which included spirit week, assemblies, and a canned food drive. They are also coming upon the Christmas break soon.

Clint Raever, YC School Superintendent, presented the school's strategic plan, reported on updates to the facilities, and talked about the school districts vision.

B) Police Fiscal Sponsorship Agreement (R-834)

The city administrator reported on Chief Graven being approached by Brad Windecker. The Windecker foundation made a \$60K donation to the Yamhill Police Department for necessary supplies. There was a fiscal sponsorship agreement made to accept the funds through a nonprofit community group.

**A MOTION TO APPROVE RESOLUTION R-834, A RESOLUTION FOR SUPPLEMENTAL BUDGET AND POLICE MISCELLANEOUS INCOME.**

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

**Ayes (4):** Potter, Askey, Corrigan, Kind

**Nays (0):** None

**The motion carried.**

C) Resolution 831

This is a resolution for the council to support Yamhill downtown association's application to become an affiliate with the Oregon main street network.

**A MOTION TO APPROVE RESOLUTION 831, ENDORSING YDA's, LOCAL AFFILIATION WITH OREGON MAIN STREET NETWORK.**

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

**Ayes (4):** Potter, Askey, Corrigan, Kind



**Nays (0):** None

**The motion carried.**

D) Resolution 832

This is a resolution to transfer \$75,000 within the water fund from the tie line feasibility study to Moore's Valley/East Second Street project in the 24/25 budget. It would allow us to complete both of those projects, because it's been identified that that 75,000 which was the tie line feasibility, is going to be funded through the Merkley money.

**A MOTION TO APPROVE RESOLUTION R832 TO TRANSFER FUNDS FROM THE TIE IN FEASIBILITY TO MOORE'S AND EAST SECOND.**

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

**Ayes (4):** Potter, Askey, Corrigan, Kind

**Nays (0):** None

**The motion carried.**

E) Resolution 833

This a resolution to transfer 75,000 within the water fund from the tie in feasibility study and create a line item to the Hemlock Street water project, in the same amount.

**A MOTION TO APPROVE RESOLUTION R833 A RESOLUTION TO TRANSFER \$75,000 WITHIN THE WATER FUND FROM A RESERVOIR TO PLANT TIE IN FEASIBILITY STUDY, (20-4411), AND CREATE A LINE ITEM TO THE HEMLOCK STREET WATER IMPROVEMENT PROJECT IN THE SAME AMOUNT.**

**ROLL CALL:** Motion introduced by Shea Corrigan and seconded by Kim Kind

**Ayes (4):** Potter, Askey, Corrigan, Kind

**Nays (0):** None

**The motion carried.**



**IX. DEPARTMENT REPORTS**

A) Administration

The city administrator gave a PowerPoint presentation.

B) Police Department

There were no officers present at the meeting. The police reports were included in the packet.

C) Public Works

Jason Wofford had nothing to add beyond what was already discussed in the meeting.

**X. COUNCIL REPORTS**

A) Mayor

The mayor gave official congratulations to mayor elect, Shea Corrigan; city councilor re-elect, Tim Askey and newly elected councilor Chris Featherston.

B) Council

There were no council reports.

**XI. INFORMATION/ ANNOUNCEMENTS**

A) Next CAC Meeting January 22, 2025

B) Now Accepting Applications for Budget Committee

C) Special Thanks to Yamhill Tree Lighting contributors

**XII. ADJOURNMENT**

The meeting adjourned at 8:06 p.m.

Respectfully Submitted and Approved.

Attest:



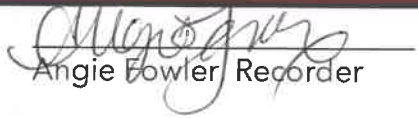
**City of Yamhill**  
A small taste of Oregon

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Yvette Potter  
Mayor, City of Yamhill

  
Angie Fowler Recorder