



City of Yamhill

A small taste of Oregon

MINUTES CITY COUNCIL MEETING Wednesday, December 13, 2023 6:30 p.m.

1. CALL TO ORDER 6:34 pm.

Roll Call

Present, In-Person: Mayor Yvette Potter; Councilors Marci Hedin, Tim Askey
Staff Present In-Person: Greg Graven Police Department/Interim City Administrator; Jason Wofford, Public Works; Angie Fowler, City Recorder
Absent: Councilor, Kay Echaury

2. FLAG SALUTE

3. PUBLIC COMMENT

There was no public comment in person or online.

4. AGENDA UPDATES or ADDITIONS

Added to Unfinished Business was the DLCD Grant Acceptance for the Housing Comprehensive Plan/Code Audit

5. CONSENT AGENDA

- A. Financial Statement to Current
- B. Approval PO #23-02 – Leasing Specialists, LLC - \$12,850 - First Payment for Lease/Doc Fee of 2023 Dodge Durango – Police Department
- C. Approval PO #23-03 – Ditchwitch Trailer Sewer Vac – \$45,175.50 – Public Works
- D. Approval PO #23-04 – FortiGate Security Appliance/Services Subscription –\$2735.59 – City Hall/PD

Marci Hedin made a motion to approve the consent agenda.

MOTION TO APPROVE THE CONSENT AGENDA AS IS

Roll Call: Motion introduced by Marci Hedin and seconded by Yvette Potter

Ayes (4): Potter, Corrigan Askey, Hedin

Nays (0):

Absent (1): Kay Echaury

The motion carried.

6. COMMITTEE REPORTS

A. Planning Commission

Planning Commission Chair, Ken Moore addressed the council and updated them on the planning commissions recent meeting.

The Park Meadows subdivision was brought before them for re-approval and review of the final plat.

They are working on reviewing Title 11, working on formula business restrictions code update, and they are working on a nuisance lighting code.

7. UNFINISHED BUSINESS

A. IGA w/ MWVCOG Grant Application & Environmental Review Services

Greg Graven updated the council on the MWVCOG to help with applying for the Merkley Grant.

B. R-814 A Resolution for Supplemental Budget 2023-2024 GF PT Admin. Appropriation

In order to appropriate funds for a new GF PT Admin, it is necessary for a supplemental budget to be approved for pay to be allocated. There was no previous pay allocation for this position.

The mayor read the resolution aloud.

Marci Hedin made a motion to approve resolution R-814

MOTION TO APPROVE RESOLUTION R-814 AS READ

Roll Call: Motion introduced by Marci Hedin and seconded by Tim Askey

Ayes (3): Potter, Askey, Hedin

Nays (0):

Abstain (1): Corrigan

Absent (1): Kay Echaury

The motion carried.

C. Performance Review, Utility Worker I, recommended promotion to Utility Worker II, Step 1

1. R-816, Resolution to Transfer funds in 2023-2024 Budget to Utility Worker II position.

In order to promote Utility Worker I to the Utility Worker II position, funds in the budget need to be allocated to the Utility Worker II position.

Shea Corrigan made a motion to approve R-816.

MOTION TO APPROVE RESOLUTION R-816 A RESOLUTION TRANSFERRING FUNDS IN THE 2023-24 FISCAL BUDGET FROM UTILITY WORKER 1 TO UTILITY WORKER II POSITION

Roll Call: Motion introduced by Shea Corrigan and seconded by Marci Hedin

Ayes (4): Potter, Corrigan Askey, Hedin

Nays (0):

Absent (1): Kay Echaury

The mayor asked for a vote of agreement to promote the Utility Worker I to Utility Worker II.

Shea Corrigan made a motion to promote Utility Worker I to Utility Worker II, step 1.

MOTION TO APPROVE THE UTILITY WORKER I TO UTILITY WORKER II, STEP 1.

Roll Call: Motion introduced by Shea Corrigan and seconded by Marci Hedin

Ayes (4): Potter, Corrigan Askey, Hedin

Nays (0):

Absent (1): Kay Echaury

8. NEW BUSINESS

A. R-815 A Resolution for Amended Holidays & Floating Holidays Policy for Clarification

The mayor read the updated policy.

Greg Graven explained that it is the same policy with one line amended to prevent confusion with the payroll.

The line that was amended now reads, “a non-represented, non-exempt employees that are required to work on a holiday can receive their regular straight time comp for each holiday as well as the 1.5 time.”

The payroll company was interpreting it that if someone is working, they do not get their holiday pay.

The mayor asked that one typo be corrected and that the language of “his/her” be changed to read “employee” for inclusion.

Marci Hedin made a motion to approve the changes.

MOTION TO APPROVE RESOLUTION R-815, A RESOLUTION ADOPTING AN AMENDED HOLIDAY AND FLOATING HOLIDAYS POLICY FOR THE CITY OF YAMHILL, OREGON WITH THE CHANGES MADE BY THE MAYOR.

Roll Call: Motion introduced by Marci Hedin and seconded by Tim Askey

Ayes (3): Potter, Askey, Hedin

Nays (0):

Abstain (1): Corrigan

Absent (1): Kay Echaury

The motion passed.

B. Discussion of Possible Christmas Tree Burn Fundraiser for Christmas Tree Lighting next year.

Jason discussed collecting a fee for people to drop their Christmas trees at Public Works and having a community bonfire. We could use proceeds from this to help pay for the Christmas Tree Lighting the following year.

9. DEPARTMENT REPORTS

A. Administration – Chief Graven

The mayor made a point to show her appreciation for the department report format that Greg has recently started using. She like the updates from staff members.

Greg then summarized what has been happening in administration including working on fixes for the council camera system, announcements TV, firewall project and the recent Christmas tree lighting.

The mayor inquired about the library project and Greg updated her on its status.

B. Police – Chief Graven

Shea Corrigan wanted to make mention of how great of a job they do all the time, he wanted to give special mention to Officer Miller’s presence on Maple over the last month.

C. Public Works – Jason Wofford

Jason’s report was included in the administration staff report. He asked if there were any questions.

The mayor inquired about the fire hydrants and how many have been replaced. Jason stated that we are up to about 9 hydrants. This is not something that was being done regularly before.

Outside of the report, Jason made mention that they are still “in works” with the reservoir tank. They have reached out to OEM for the grant.

10. COUNCIL REPORTS

A. First Fridays 2024 Goals – Discussion

The mayor led a discussion on First Fridays and asked the council how what their opinions were:
Do we want to continue it?

If we do continue, do we want to set goals?

Do we want to continue the Charter and Municipal Code reviews?

Do we want to try for another day/time?

Shea Corrigan noted that he really likes First Fridays and the concept; but, the biggest issue is attendance. The council seemed to be in agreement. He asked about a possible quarterly meeting?

Marci Hedin believes the time is when most of the public are preoccupied.

Mayor Potter said what she is enjoying most about it is getting to meet people in the community, hearing what they have to say and building that relationship between city and community.

The council was in agreement to continue the First Fridays, but did not have a clear plan on what they changes they could make to accommodate more people at these meet and greets.

They tabled the discussion so all could consider it and discuss at a later date.

11. INFORMATION/ANNOUNCEMENTS

A. City Hall Closed on Christmas & New Year’s Day

B. The City is Accepting Applications for a New Budget Committee Member

C. Special Thanks to all that helped with the Christmas Tree Lighting this year!

- YDA
- Rocky Losli
- Keith King
- Brian Robbins
- Brad Salter & Brightside Electric

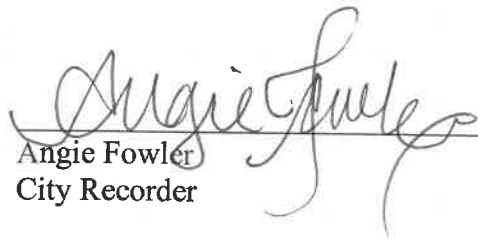
12. ADJOURNMENT

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,



Yvette Potter
Mayor, City of Yamhill



Angie Fowler
City Recorder