



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, December 8, 2021 7:00 P.M.  
MINUTES**

**REGULAR MEETING**

**THIS MEETING WAS A TELECONFERENCE**

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

Present by Teleconference: Mayor Yvette Potter, Councilors: Kay Echaury, Marci Hedin, and Andrew McMullen

Absent: Councilor Tim Askey

Staff Present by Teleconference: Greg Graven, Chief of Police; Jason Wofford, Facility Manager; Sharon Bregante-Candau, Administrative Clerk; Walt Gowell, City Attorney; and Officer Miller.

**2. PUBLIC COMMENT:**

Public comment was received.

**3. PRESENTATIONS & APPOINTMENTS:**

**A. Yamhill Downtown Association (YDA)**

No one was present to report.

**B. Water Advisory Committee**

The Water Advisory Committee (WAC) supports the addition of the subdivision on East 3<sup>rd</sup> St. between South Hemlock and South Cedar Streets, the South Olive St. Water Improvements project (listed as D on the Capital Improvement Project list), and the Hemlock St. Water Improvements project (listed as A on the Capital Improvement Project list).

WAC Chair Jensen made a request that legal not attend the WAC meetings. City Attorney Gowell felt they should be present at the WAC meetings, although they could just attend the last part of the meeting instead of the full 2 hours.

Motion by Echaury, seconded by Hedin, to initiate process to put the Log Jam project on the Capital Improvement Project (CIP) list and look for funding.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

Motion by Echaury, seconded by Hedin, to approve moving forward with discussions of an intertie with the City of Hillsboro and the associated costs and plans.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

Motion by Echaury, seconded by McMullen, to approve the WAC begin discussions on the process of the South Olive St. Water Improvements project.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

#### **4. UNFINISHED BUSINESS:**

A. Recology glass and yard debris collection update.

Email from Carl Peters, Recology – Recology is signing up interested residents for the glass subscription service with an expected start date of November 29, 2021 and yard waste is at least 6 weeks out and they are creating a waiting list for that. Recology will send out a mailer to all customers once they have the actual delivery date.

B. Consider hiring an interim City Admin.

Potter reported that they initially had 4 applicants for the interim City Administrator position, 2 withdrew their applications because they had received other offers. Potter continued that Council interviewed the two applicants which she referred to as “he” and “she” to maintain confidentiality. Potter stated the qualifications of each applicant. Council had discussion about the qualifications of each applicant.

Motion by Echaury, seconded by McMullen, to approve the “she” candidate for the interim City Administrator.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

#### **5. NEW BUSINESS:**

A. Review and consider water application – Spence property.

City Attorney Gowell reviewed his memo to the City Council.

Motion by McMullen, seconded by Echaury, to approve the application for 12250 NW Pike Road of two residences and out-building subject to the seven conditions as stated in the memo from City Attorney Walt Gowell dated November 22, 2021, page 3.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

B. Accept resignation from Planning Commissioner.

Motion by Echaury, seconded by McMullen to accept the resignation of Planning Commissioner, Trisha Player.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

C. Consider applications for the Planning Commission.

Potter reported that there were four applications submitted, Lynden Carl, Jon Hodgkins, Carol Prendergast, and Bonnie (Sue Richardson) and invited them to speak about why they were interested in being a Planning Commissioner. Carol Prendergast spoke.

Motion by Echaury, seconded by McMullen to appoint Jon Hodgkins to the Planning Commission.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

Motion by McMullen, seconded by Hedin to appoint Lynden Carl to the Planning Commission.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

Motion by Hedin, seconded by Echaury to appoint Bonnie (Sue) Richardson to the Planning Commission.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

D. Accept termination notice from Northwest Technologies Group.  
Motion by Echaury, seconded by McMullen to accept the termination notice from Northwest Technologies Group.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

E. Consider proposal/bids for IT services.  
Discussion with Scott Portinga, NW Tech Support and Council.

Motion by Echaury, seconded by Hedin to accept the bid from NW Tech Support and initiate a contract.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

F. Consider removing ban on the use of fireworks in the City of Yamhill.  
Motion by Hedin, seconded by Echaury to remove the ban on the use of fireworks in the City of Yamhill.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

6. **CONSENT AGENDA:** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*

A. Financial Statements

Motion by Echaury, seconded by McMullen, to approve the Consent Agenda.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

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

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

Chief Graven added that they had calls for service locally, within the county, across the state and into Vancouver due to the rise in theft. Chief Graven reminded everyone to keep their valuables locked up and out of sight. Chief Graven stated that the police department will be upping their traffic enforcement with respect to DUI, distracted driving, and seat belt use due to grant funding which is a joint effort with several other states.

B. Public Works Review – Jason Wofford, Facilities Manager

Wofford reported that the raw water intake at the water treatment plant is 440 gpm, staff has waterproofed all exterior pipes, a surplus of diesel was built up for the generator for winter, additional chemicals were ordered to be on standby, plant operator is alternating the raw water pumps and exercising the trac vac biweekly, hydrants are being exercised, installed a new master meter for BJB water district, lines about to be plugged in the collection system will be addressed next week, dye will be used to work on I&I, street sweeper was brought in to clean streets, documenting problem areas in the sidewalk, and staff is keeping up with the maintenance at Beulah Park.

C. Administration Review – Sharon Bregante-Candau, Administrative Clerk

(1) Project funding update and approval.

Bregante-Candau reviewed the status report that was provided to the Water Advisory Committee dated 11/30/2021 which details the water SDC funds and grants.

Motion by Echaury, seconded by Hedin, to approve the three grant applications for the Yamhill County ARPA grant program for the Water Filter Media, Backwash Turbine Pump, and Planning Study for the Influent Lift Station.

Roll call: Ayes: Potter, Hedin, Echaury, and McMullen  
Nays: None

The motion carried.

D. Mayor Review

Potter asked Bregante-Candau when the meeting minutes would be available, Bregante-Candau replied that as soon as the workload was alleviated due to the shorthandedness

at City Hall either meeting minutes would be provided at the next City Council meeting or a schedule of when they would be received.

E. Council Review

**8. INFORMATION/ANNOUNCEMENTS:**

- A. 2022 City Council Meeting Dates
- B. City Offices will be closed Friday, December 24<sup>th</sup> for the Christmas Holiday and Friday, December 31<sup>st</sup> for the New Year's Holiday.
- C. Vacancies: Budget Committee has 2 openings and the Planning Commission has 3 openings. Applications are available at City Hall.
- D. Preliminary 2021 Population Estimate from PSU as of July 1, 2021: 1,221.

**9. PUBLIC COMMENT:**

Public comment was received.

**10. ADJOURNMENT: 9:07 PM**

Motion by Echauri that the meeting adjourn at 9:07PM.

The motion carried by unanimous vote.  
Respectfully submitted,

  
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Yvette Potter  
Mayor, City of Yamhill

  
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ATTEST:  
Sharon Bregante-Candau, Administrative Clerk