



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING**  
**Council Chambers – 155 E 1<sup>st</sup> Street**  
**Wednesday, December 9, 2020 7:00 P.M.**  
**MINUTES**

**THIS MEETING WAS A TELECONFERENCE**

**REGULAR MEETING**

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

Mayor Yvette Potter called the meeting to order at 7:00 PM via the Teleconference.

Present by Teleconference: Mayor Yvette Potter, Councilors; Jay Disbrow, Morgann Gilmore and Tim Askey.

Excused Absence: Councilor Kay Echaui

Staff Present by Teleconference: Lori Gilmore, City Recorder; Attorney Walt Gowell; Greg Graven, Police Chief; Bernard Malis, Plant Manager, Jason Wofford, Facility Manager and Sharon Bregante-Candau, Administrative Clerk.

**2. PUBLIC COMMENT:**

None Received.

**3. PRESENTATIONS & APPOINTMENTS:**

A. Philip Higgins, representing the Yamhill Downtown Association, reported that they received a \$5,000.00 Grant from the Yamhill County Covid-19 Recovery program.

**4. UNFINISHED BUSINESS:**

A. None Scheduled.

**5. ORDINANCES:**

**FIRST READING:**

A. None Scheduled.

**SECOND READING:**

A. None Scheduled.

**6. NEW BUSINESS:**

A. Consider adopting Resolution No. R-777, a resolution approving and authorizing execution of a Municipal Lease.

Motion by Disbrow, seconded by Askey, to adopt Resolution R-777, a resolution approving and authorizing execution of a Municipal Lease.

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

The motion carried.

**RESOLUTION NO. R-777**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON**  
**APPROVING AND AUTHORIZING EXECUTION OF A MUNICIPAL LEASE.**

- B. Consider adopting Resolution No. R-778, a resolution approving the Canvass of City Election results for the 2020 General Election and spreading such results onto the Official Records of the City of Yamhill, Oregon.

Motion by Disbrow, seconded by M. Gilmore, to adopt Resolution R-778 approving the Canvass of City Election results for the 2020 General Election and spreading such results onto the Official records of the City of Yamhill, Oregon.

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

The motion carried.

**RESOLUTION NO. R-778**  
**A RESOLUTION APPROVING THE CANVASS OF CITY ELECTION RESULTS FOR THE**  
**2020 GENERAL ELECTION AND SPREADING SUCH RESULTS ONTO THE OFFICIAL**  
**RECORDS OF THE CITY OF YAMHILL, OREGON**

- C. Consider approving Resolution No. R-776, a resolution of the Yamhill City Council amending the Overtime and Comp Time Personnel Policy.

Recorder Gilmore explained financial and management impact, still provides overtime, does not affect the Union Police Department or call out pay. Specifies that the work week is Sunday through Saturday and still covers the maximum 90-hour policy. This does affect that you need to work 40 hours a week to receive overtime unless requested to attend a meeting after normal work hours or get called out. This has been approved by the CIS attorney. Employee needs to specify if they want to be paid overtime or accrue comp time.

Motion by Disbrow, seconded by Askey to approve Resolution No. R-776, a resolution of the Yamhill City Council amending the Overtime and Comp Time Personnel Policy.

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

The motion carried.

**RESOLUTION NO. R-776**  
**A RESOLUTION ADOPTING AN AMENDED OVERTIME AND COMPENSATORY**  
**TIME POLICY FOR THE CITY OF YAMHILL, OREGON**

**7. CONSENT AGENDA:**

- A. Approve Council Minutes  
(1) Regular Session November 18, 2020
- B. Financial Statements
- C. Approve the following Purchase Orders:  
None Received.

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

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

The motion carried.

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

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

Graven provided a monthly report.

Graven reported that there were lower call volumes this month. Graven will be off for a medical leave. Graven is working with Responder Life on their peer support program to make it a countywide effort for all first responders. This would include the DA's office, dispatchers, Victim's Advocate office, and Juliette's House – Child Abuse Assessment Center, over 200 people. A grant was awarded to the Yamhill Police Department and the Yamhill Police Department is looking for additional funding to expand it countywide. Officers Van Cleave, Miller, and Reserve Officer Yates will be trainers for the peer support program.

Potter asked if the increased miles for Officer Miller was due to the newly leased vehicle for Officer Miller. Graven reported that was with Officer Miller's old vehicle but wanted to thank Pacific Reflex for the donation of the decals for the new vehicle and the quick turn around on the application of them.

- B. Public Works Review

Wofford provided a monthly report verbally.

Wofford reported that between staff and contractors, 10 signs have been replaced throughout the City; 2 yards of concrete have been poured in town sidewalks, painted 275 LF of curb, safety zones, and speed bumps; patched 17 holes throughout town; cleaned 10 storm drains; removed 60 articles of waste from various locations; cut down and sprayed 25 yards of blackberries; power washed 2 square blocks; replaced 70 LF of fence at the park and Public Works; and re-roofed, sanded and stained the downtown message board. The dilapidated building at the south-west corner of the park will be removed. Yamhill County has agreed to restripe N. Olive Street this summer. T's and L's will be placed downtown this month for designated handicap and regular parking.

At the Yamhill Park Estates subdivision, Chad E Davis Construction, LLC will not be installing lighting for the walking zones, footpath, and bridge; and tore out the current park structure that the playground was going to go into so that the actual park structure would fit.

Potter asked Wofford to explain the impact of having no lighting in the walking zones, footpath, and bridge. Wofford explained that it was a major safety issue to not have any lighting on the routes to and from school for the students, Potter clarified that this was the footpath and bridge going from Yamhill Park Estates to the Yamhill/Carlton High School. Wofford is checking into demolishing and replacing the Bingo Hall and Food Court section at the park. Potter inquired on what the plan was. Wofford reported that John Christensen, from AKS Engineering said the funding could come from the Park SDC's and that Attorney Walt Gowell said that anything under \$100,000 didn't have to be sent out for bid. The building would be rebuilt as a pole barn style so that the concrete could be reused, and the footprint could be retained. The existing water and power would be left there and the concrete pads so that food carts could be setup. This would reduce the maintenance costs at the park. The cost of a remodel would also be taken into consideration. Potter asked if Wofford had contacted the Community Club and Wofford will setup a meeting to discuss the changes Wofford proposed. Phillip Higgins offered the Yamhill Downtown Association to help with funding for this project because most of their events have been canceled and they were looking for ways to help.

Bregante-Candau reported that the park master plan had been reviewed with Wofford, Recorder Gilmore and Mark Cowan, Local Government Grant Program Manager, Oregon Park and Recreation Department had been contacted regarding this project. The support of the Yamhill Downtown Association would be greatly appreciated for the application of this grant as community support is highly valued.

Wofford added that Precision Welding had made some grates for the trees in the downtown area and would like to present to the Council and Yamhill Downtown Association the plan for that to get input before putting everything in place. Potter asked Wofford to send the presentation to everyone via email and to include Bregante-Candau and Attorney Walt Gowell.

Malis provided a monthly report verbally.

Malis reported that hopefully by the end of the week (12/12/20) the City would be tied into both reservoirs with the new transmission line and that this project would be done before the deadline. Malis also reported that the bulk of their work this last month has been working on the transmission line but they also fixed several leaks.

- C. Mayor/Administration Review-
  - (1) Accept resignation from Treasurer/City Recorder.

Motion by Disbrow, seconded by Askey, to accept the resignation from Lori Gilmore, Treasurer/City Recorder effective February 20, 2021.

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

The motion carried.

Potter reported that the City would be getting a new ballot box. Potter confirmed with Recorder Gilmore that her last day would be February 20, 2021 and Recorder Gilmore said that she could contract with the City if they needed her after that date. Council would like to meet to discuss whether they want to hire a City Recorder or a City Administrator to replace Recorder Gilmore. Disbrow mentioned that the City Administrator was in the City's Charter. Potter was hoping to have a meeting the end of January for all staff and council. Council would like to have the meeting before January. Recorder Gilmore confirmed with Attorney Walt Gowell that the swearing in of the new council member could be done virtually at the next City Council meeting in January, the new member would just need to sign the Oath of Office in person at the City at a later date.

D. Council Review

None to report.

E. Emergency Preparedness Review

Disbrow reported that the Hurricane Water Filters have been delivered to the Yamhill Fire District.

Recorder Gilmore will reassign the Emergency Preparedness position after Disbrow leaves his Council position in January.

**9. INFORMATION/ANNOUNCEMENTS:**

- A. 2021 City Council Meeting Dates
- B. City Offices will be closed Friday, December 25, 2020–Christmas Holiday and Friday, January 1, 2021 – New Year's Holiday.
- C. Certified 2020 Population Estimate – 1,110
- D. Vacancies: Budget Committee - 2 members-  
Planning Commission – 1 member - Applications are available at City Hall.

**10. ADJOURNMENT: 7:55PM**

Motion by Disbrow that the meeting adjourn at 7:55PM.

The motion carried by unanimous vote.

Respectfully submitted,

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Yvette Potter  
Mayor, City of Yamhill

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ATTEST:  
Lori Gilmore, City Recorder