



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, February 10, 2021 7:00 P.M.
MINUTES

REGULAR MEETING

THIS MEETING WAS A TELECONFERENCE

1. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 7:08 PM via the teleconference.

Present by Teleconference: Mayor Yvette Potter, Councilors: Kay Echauri, Tim Askey, and Marci Hedin.

Excused Absence: Councilor Morgann Gilmore

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

2. PUBLIC COMMENT:

None Received.

3. PRESENTATIONS & APPOINTMENTS:

A. Philip Higgins, Yamhill Downtown Association (YDA) update

The Yamhill Downtown Association is working on organizational and capacity building. The YDA is working with the City on the Nature Trail by the sewer treatment plant. The YDA would like to see a gravel landing at the beginning of the trail with potentially a gazebo and picnic benches and more benches at the end of the trail. The YDA has contacted the Yamhill Soil & Water Conservation District for native plants on the trail and associated signage for these plants. They'd like to see funding from grants and sponsorships and have local volunteers work on the trail with the YDA and City.

Discussion about code enforcement, the comprehensive plan, municipal code, and subgrant agreement with the County for the property at 185 S Maple Street.

B. Proclamation declaring February 20, 2021, City of Yamhill's 130th Birthday Plans made for the parade on Saturday, February 20, 2021 which will be held at 11am to celebrate the City's 130th birthday.

4. UNFINISHED BUSINESS:

A. None Scheduled.

5. **ORDINANCES:**
FIRST READING:

A. None Scheduled

SECOND READING:

A. None Scheduled

6. **NEW BUSINESS:**

A. Consider citizens request for “Dead End” road signs on N. Hemlock. Discussion with Council and Public Works. Resident Julia Magnuson spoke about wanting a Dead-End sign rather than a No Turn Around sign so that drivers will not drive down that road thinking it goes all the way through. Will check back on this area once school is open to see how this street is affected with traffic from school. The City will put a Dead-End sign in.

B. Discuss citizens question regarding School District property at the end of N. Hemlock by the soccer field.

Discussion with Council, Malis, and Julia Magnuson. This property at the end of N. Hemlock is owned by the Yamhill-Carlton School District. The City and Yamhill Park Estates do not own this property and will not be doing anything on this property. Julia Magnuson will be sending Malis a map to find out who owns the property near their house. Malis will check into this with Yamhill County and AKS Engineering.

C. Discussion to consider implementing a Police Service Fee.

Graven presented to the Council information, statistics, and reasoning behind wanting to implement the Police Service Fee. This included budgetary constraints, underpaid staff, and old/outdated equipment. A townhall meeting will be held to present to the community. The Council was in agreement that this funding was essential and expressed their appreciation for the Police Department.

7. **CONSENT AGENDA:**

A. Approve Council Minutes

(1) Regular Session January 13, 2021

B. Financial Statements

C. Approve the following Purchase Order:

(1) PO #21-022 – Xylem Water Solutions - \$1,500.00- PW Emergency Pump re-wire and installation at the Wastewater Treatment Plant.

(2) PO #21-023 – Genuine Technology - \$597.00- PD docking station

Motion by Echauri, seconded by Hedin, to approve the Consent Agenda as presented.

Roll call: Ayes: Potter, Hedin, Echauri and Askey
Nays: None

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

A. Police Review– Graven – Monthly report in packet

Comment from Potter about the reserve officers and how much they have been serving the City and they are not paid staff. Things are going well.

B. Public Works Review

Wofford and Herb have cut and removed 80 sq ft of sidewalk that needed to be replaced, cleared the nature trail, planted 1 sq acre of grass for the park, setup the police target range, cleaned out several catch basins in town, completed the street maintenance map for the spring and summer this year, and painted more T's and L's downtown. Wofford and Bregante-Candau spoke with PGE and were able to have them provide lighting for the footpath and bridge between Yamhill Park Estates and the Yamhill-Carlton Schools including the park at Yamhill Park Estates. Chad E Davis Construction, LLC, built up the SE corner of the bioswale to retain the stormwater that was flowing out. Wofford contacted A-1 Logging and an arborist and received a bid for stump removal and under canvas clean out for the park. Wofford also contacted the County to have the jail work crew come in and continue the cleanup effort on the nature trail.

Further discussion on the tree work to be done at the park. This is to relieve the stress on the trees by removing the underlying branches. It is not safe to wait till next fiscal year. Wofford was able to negotiate the price from \$10,000 to \$4,500 and City Recorder Gilmore was able to find this money in the budget. The Council gave their approval to proceed to have this work done.

Malis reported that he had spoken with City Recorder Gilmore and they were going to purchase a 2015 F250 4 Wheel Drive truck for \$7,000 and were hopeful to sell the 2002 truck for about \$1,000 through State Surplus. Malis asked for the Council's approval to proceed and received it.

Malis reported Adams passed his water distribution I test on 2/9/2021, Malis will be taking his treatment 3 test on 2/17/2021, and Adams will be taking his treatment I test on 2/24/2021.

(1) Approve open position and recruitment for Utility Worker I position.

Council approved to advertise for this position for 1 week as they would like to staff it quickly.

(2) Consider salary increase for Utility Worker II position.

Malis recommended Adams receive a 20% salary increase. Malis contacted the cities of Carlton, Lafayette, Amity, Sheridan, Dundee, Newberg, St. Paul, and Willamina and a person with a distribution 1 certification is making approximately \$21 per hour. No starting pay scale listed for Utility Worker II with the City of Yamhill.

Discussions about how this might be accomplished taking into consideration that normally reviews and increases are done in the May to June timeframe. Hedin asked if there were certifications required for a Utility Worker II. City Recorder Gilmore replied with Malis confirming, that the water distribution and water treatment certifications were required. Adams has recently completed and passed the test for water distribution I; he was scheduled to take the test for water treatment I in two weeks. Hedin pointed out that he hadn't completed his certifications for the Utility Worker II position and shouldn't be

promoted until he had. Potter suggested that this be tabled until the May to June timeframe when reviews and increases are normally done. Echaury felt that once he had received his certifications that they could consider this promotion and increase and not wait, Potter was open to that.

(3) Discuss Stormwater Utility Fee proposal.

Wofford and Bregante-Candau explained the need for a stormwater utility fee to receive loans and/or grants to be able to proceed with the Stormwater Capital Improvement Projects that are necessary to prevent all the flooding that happened just a few weeks ago. Council approved for staff to proceed with developing a plan to present to community and implement a fee and then report back to council with this information.

D. Mayor/Administration Review- Admin. Monthly status report in packets. In addition to the status report, City Recorder Gilmore is negotiating a franchise agreement with Ziplly Fiber.

E. Council Review
None Received.

F. Emergency Preparedness Review
None Received.

9. INFORMATION/ANNOUNCEMENTS:

- A. City Offices will be closed Monday, February 15, 2021 – President’s Day.
- B. 2021-2022 Fiscal Year Budget Calendar
- C. Vacancies: Budget Committee - 2 members. 2 applications received.
Planning Commission – 1 member - Applications are available at City Hall.

10. ADJOURNMENT: 9:25

Motion by Echaury that the meeting adjourn at 9:25PM.

The motion carried by unanimous vote.
Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Sharon Bregante-Candau, Administrative Clerk