



CITY COUNCIL MEETING MINUTES

The Yamhill City Council meeting covered several key points. The council approved the budget calendar and appointed the City Administrator as the budget officer. They also discussed adopting a new mission statement and priorities, including economic development, water stability, and financial sustainability.

I. CALL TO ORDER

Mayor Corrigan called the meeting to order at 6:31 p.m.

ROLL CALL

Present, In-Person: Mayor Shea Corrigan

Councilors: Tim Askey, Kim Kind, Chris Featherston

Staff Present, In-Person: City Administrator, Shelley Reimer

Chief Greg Graven, Police Department; Kyle Adams, Public Works; Angie Fowler, City Recorder

II. FLAG SALUTE

The mayor led the pledge of allegiance.

III. PUBLIC COMMENT

Public Comment was received by:

Patty Pairan, Yamhill, OR

Bubba King, County Commissioner

Robert Davis, YNA, Yamhill, OR

Sherry Wilson, Yamhill, OR

Allision Simmons, Yamhill, OR

County Commissioner, Bubba King, introduced himself as a resource.

Citizens raised concerns about updating water district contracts, motorized vehicles causing damages in Jane Heinrich Park, and reflective glass on a building causing confusion for drivers. Robert Davis announced an emergency preparedness event.

IV. AGENDA UPDATES OR ADDITIONS

Updates to the agenda included a council mission statement and



a council priorities list to adopt, and a resolution for appointing the city administrator as the Budget Officer.

V. CONSENT AGENDA

- A) Financials
- B) Minutes 1/8/25 Council Meeting
Minutes 1/15/25 Executive Session
Minutes 1/15/25 Work Session

A MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Tim Askey and seconded by Chris Featherston

Ayes (4): Corrigan, Askey, Kind, Featherston

Nays (0): None

The motion carried.

VI. COMMITTEE REPORTS

A) Planning Commission

Shawn Freiling, Planning Chair, updated the council on the three hearings at their last meeting: The Lighting Ordinance Recommendation hearing, Sign Conditional Use/ Variance, and a Sign Variance.

He noted that they will not have a meeting in February, due to the City Planner changeover and announced that they are still accepting applications for a vacant planning commission position.

B) Water Advisory Committee

Cathy Phillips, WAC Chair, updated the council that they are still waiting on the Merkley Grant money. They discussed the Hillsboro/McMinnville tie lines, impound pipeline, and Barney reservoir as possible projects to recommend to council. They decided to put the water advisory committee on hiatus until that money is here and they can perform studies.

C) Economic Development Committee

Jenny Morrison, EDC Chair, advised the council that they are still working on their priorities for the committee under the mission statement of live, work and play. They discussed moving forward with council's priorities on the historic designation.



The EDC also voted on approving a new EDC member and asked the council to appoint Dustin Joseph, as the Downtown Business owner.

A MOTION TO APPROVE DUSTIN JOSEPH AS THE NEW COMMITTEE MEMBER OF THE EDC.

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

Ayes (4): Corrigan, Askey, Kind, Featherston

Nays (0): None

The motion carried.

VII. UNFINISHED BUSINESS

A) Review Applications for City Councilor Pro Tem

The council reviewed the City Councilor Pro Tem applications and asked the candidates that were present questions.

A MOTION TO NOMINATE PATTY PAIRAN.

ROLL CALL: Motion introduced by Tim Askey and seconded by Kim Kind

Ayes (4): Corrigan, Askey, Kind, Featherston

Nays (0): None

The motion carried.

***OATH**

Patty Pairan took an Oath of Office and joined the council.

UNFINISHED BUSINESS (CONT.)

B) Review Applications for Budget Committee Members

The council reviewed the applications for budget committee members.

A MOTION TO APPOINT PAULA TERP, YVETTE POTTER, ROBERT DAVIS, MIKE WOFFORD TO BUDGET COMMITTEE FOR THE 2025/26 FISCAL YEAR.

ROLL CALL: Motion introduced by Tim Askey and seconded by Kim Kind

Ayes (5): Corrigan, Askey, Kind, Featherston, Pairan

Nays (0): None

The motion carried.



**UNFINISHED
BUSINESS (CONT.)**

C) IT Service Update

The city administrator updated the council that she sent the notice of termination to our old IT provider, and the new IT provider, Dave Brooks, began the off-boarding process which should be completed by the end of this month.

D) Parks Master Plan Update

We are in contract negotiation with AKS, as soon as the contract is finalized, we will move forward the beginning the plan.

E) New Planner Position

The city administrator spoke with several planners and decided to go with MWVCOG. She will be meeting with the next planner next Thursday. She has a meeting scheduled for Feb. 13th with Walt Wendolowski to hand over projects that we are working on. Walt has also stated that he is willing to help through the transition.

F) CAC Meeting #3 Update

The last meeting was in January, and it summarized what we have done to date. They gave the citizen advisory committee the information they have collected and their recommendations for the housing and downtown development codes. They are now making final revisions and will bring it to the fourth CAC meeting.

The next step after the final CAC meeting will be with planning commission and council and then a public hearing with council for adoption.

G) TSP - ODOT

We had previously applied for a TSP grant through ODOT and did come in fifth out of the four cities that were awarded funds. We were encouraged to re-apply. ODOT has reached out to the city administrator and let her know that they, at ODOT, are working to put us in their budget as a line item for next year. This has not been approved yet, so we will still be re-applying for the grant to ensure we get funds.

H) Adopt Council Mission Statement/Set Priorities.

During last month's council work session the council worked on a mission statement: "The mission of the City of Yamhill is to foster a safe, sustainable and vibrant community that celebrates our rich heritage, embraces opportunity and enhances the quality of life for all citizens by providing



**UNFINISHED
BUSINESS (CONT.)**

essential service with integrity and respect." The finalized mission statement and a list of council priorities were brought forth to adopt.

A MOTION TO ADOPT THE PROPOSED MISSION STATEMENT AND PRIORITIES

ROLL CALL: Motion introduced by Chris Featherston and seconded by Kim Kind

Ayes (5): Corrigan, Askey, Kind, Featherston, Pairan

Nays (0): None

The motion carried.

VIII. NEW BUSINESS

A) Adopt Budget Calendar

A MOTION TO ADOPT THE BUDGET CALENDAR

ROLL CALL: Motion introduced by Chris Featherston and seconded by Tim Askey

Ayes (5): Corrigan, Askey, Kind, Featherston, Pairan

Nays (0): None

The motion carried.

B) Appoint Budget Officer

A MOTION TO APPROVE RESOLUTION R-835, A RESOLUTION APPOINTING THE CITY ADMINISTRATOR AS THE BUDGET OFFICER PER ORS 294.331

ROLL CALL: Motion introduced by Tim Askey and seconded by Patty Pairan

Ayes (5): Corrigan, Askey, Kind, Featherston, Pairan

Nays (0): None

The motion carried.

C) Urban Form Digital Zoning - Information

The council watched a video regarding Urban Form and the administrator stated that we will be part of it and it will be coming to Yamhill, the City of, very soon.

D) AI Software for City Hall Cameras

The new cameras are installed at City Hall, Public Works, T & E, and the Park. They have a software that can be utilized to search for specifics in the



footage, i.e., a backpack, or a specific vehicle. Brad Salter of Brightside Electric has offered to donate the first 3-year subscription (*\$1800) to the city, so that the police department can try out the software and see if it is something that the use of it is worth the costs in the future.

The council was in consensus that the software trial would be a good thing.

IX. DEPARTMENT REPORTS

A) Administration

City Administrator, Shelley Reimer, gave her PowerPoint presentation.

B) Police Department

Chief Greg Graven had nothing to add to the reports he submitted for the packet and the Administrator's report.

C) Public Works

Kyle Adams, Plant Operator, had nothing to add to what the City Administrator already covered.

X. COUNCIL REPORTS

A) Mayor

B) Council

There were no reports from the mayor or the council.

XI. INFORMATION/ ANNOUNCEMENTS

A) The Council Retreat is on 3/1/25

B) City Hall is closed on President's Day, 2/17/25

C) The final CAC Meeting is on 3/31/25

D) First Budget Meeting is 4/15/25

XII. ADJOURNMENT

The meeting adjourned at 8:16 p.m.



City of Yamhill
A small taste of Oregon

LOCATION: Council Chambers

DATE: February 12, 2025

TIME: 6:30 p.m.

Respectfully Submitted and Approved.

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder