



City of Yamhill

A small taste of Oregon

MINUTES City Council Meeting Wednesday, February 14, 2024 6:30 P.M.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

Roll Call

Present, In-Person: Mayor, Yvette Potter;

Councilors: Marci Hedin, Tim Askey

Absent: Kay Echaury, Shea Corrigan

Staff Present, In-Person: Chief Greg Graven, Police Department; Jason Wofford, Public Works; Angie Fowler, City Recorder

2. FLAG SALUTE

3. PUBLIC COMMENT

Bubba King, Newberg, OR

Bubba King is currently the President of the Newberg Chamber of Commerce and is running for Yamhill County Commissioner. He has been spending time going to council meetings throughout the county that last month. He introduced himself to the group and let everyone know if they want to have a conversation with him to get in touch.

Chuck Mitchell, 760 Second St., Yamhill

Mr. Mitchell came to speak of planning issues concerning the City of Yamhill and House Bill 4126, and the governor's plan for infrastructure, money and UGB expansion. The City of Yamhill is maxed out on their UGB, and he wants to bring attention to the City that if these bills get passed there is possibility of these bills providing infrastructure improvements to smaller communities and there will be money available.

Mayor Potter noted that they are aware of what is going on with the legislation and working with League of Oregon Cities to keep abreast of the information. She also encouraged Mr. Mitchell to consider applying for the Water Advisory Committee and to attend the City of Yamhill Strategic Planning that will be coming up on March 6th.

Robert Davis, 212 N. Maple Street

Mr. Davis spoke of Yamhill Neighborhood Association's upcoming Disaster Preparedness Class next month. It will be a drill on everything they have learned in the previous year.



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He also stated that YNA had met with the Economic Development Committee recently. And Jenny Morrison will be presenting on behalf of the EDC here shortly.

Last, he stated that YNA had “dug up information” that the City Employee Handbook had not been updated since 2017. The pro tem City administrator had begun to make changes. Just bringing the document up to modern times talking about cell phones, sexual harassment, and those kinds of things that have changed in the last, you know, several years. He requested to be put on the agenda so YNA could speak about it at the next council meeting.

Rocky Losli, 530 E Second St.

Mr. Losli wanted to compliment Josh Johnson at Public Works for his workmanship and communications while working with Rocky. He also wanted to compliment Jason Wofford for his communications and leadership. He appreciates the work they are doing in the city.

Mr. Losli also addressed the issues with the water billing contractor on the previous month’s water bills error. He noted that they need to compensate the city for the error. He believes that this error caused a lot of work for the employees at City Hall. He also noted that he appreciated the help from City Hall explaining the issue to him when he received the bill with the error on it.

Lastly, he asked that there be visual aids in the council room when meetings are taking place, i.e. a map of the City or map of sewer lines when we are speaking of them, so that everyone can reference this during the meeting.

Jenny Morrison, 20051 NW Adcock Rd., Yamhill Downtown Association

The YDA has set a date for their annual Beverly Cleary Fun Run and that will be on May 11th. They will be proceeding with reaching out to county to extend the “fun run” and have CERT volunteers to help with the event.

The mayor noted that they will put it on the city calendar.

The mayor also spoke of meeting with the Downtown Association and Adam Stone of Cycle Yamhill County to present a project called Gravel Trail System; and, apparently the City of Yamhill is a hub for Cycle Yamhill County. He is looking to create gravel trails project where they would put up signage and kiosks to direct cyclists to trails throughout Yamhill county. They are asking to put the kiosk in the City of Yamhill Beulah Park.

The mayor asked if there were any online public comments. There were none.

Public comment was closed.

4. AGENDA UPDATES OR ADDITIONS - None

5. CONSENT AGENDA

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- A. Financial Statement to Current
- B. 10-11-23 City Council Work Session Minutes
- C. 10-11-23 City Council Special Session Minutes
- D. 11-08-23 City Council Meeting Minutes

The mayor removed items B & C from the consent agenda as there were only three council present and one had not attended the October meetings. They asked that the minutes from October be moved to the next meeting for approval.

The Council approved the remaining items on the consent agenda.

A MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Marci Hedin and seconded by Tim Askey

Ayes (3): Potter, Askey, Hedin

Nays (0): None

Absent (2): Kay Echaury, Shea Corrigan

The motion carried.

6. COMMITTEE REPORTS

A. Planning Commission

Ken Moore, Planning Commission Chair, asked Jenny Morrison of the Economic Development Committee, subcommittee to the planning commission to speak first.

Ms. Morrison updated the council on the meetings of the EDC. They have been researching different codes to support Yamhill. They reached out to Steve Faust who was recommended for advice regarding the grant money coming in. Steve Faust brought in Doug Rux, who was also recommended. They gave some examples of how to support the best way to use the funds, assessing where we are with our current codes, getting input with the community in doing a visioning processes, reviewing codes and developing code concepts. She is going to be recommending us to work with them during the planning commission.

Ken Moore, Planning Chair

Mr. Moore attended the League of Oregon Cities conference in Lafayette recently and spoke of what he learned regarding epermitting and its requirements and the plans to move all of this over to electronic only in the next year. He noted that the County does ours and they are already set up for this. It is definitely not financially feasible for a city of our size to undertake.

He talked about the previous month's Planning Commission meeting and the hearings that were held. One of them being for an electronic sign for the intermediate school and the other for the Formula Business Code amendment that they will be bringing to council soon.

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They are also reviewing Title 11 and that is a big project that they have been working on.

B. Water Advisory Committee – Council Discussion

The mayor spoke of the water advisory committee. We had the water advisory chair recently resign and two members had their term end. They are going to look for new members and wanted to discuss with the council first if they want to continue the advisory committee at this time. The council reviewed the resolution that established the committee and spoke of what they have moved forward with so far.

Councilor Hedin asked Jason Wofford his opinion, if he thinks that it a valuable to continue.

Jason noted that the prior committee was a real asset and filled with forward-thinking individuals. He would like to continue those conversations.

The mayor asked about the water district contracts review and if anyone feels the water advisory committee could do that review and the consensus was that the contracts should be handled in-house or by legal and not by the committee.

Councilor Askey asked if the water supply issues and structural limitations that the water advisory committee was formed to help with have been addressed. Jason stated that the previous water advisory committee did a great deal of groundwork and set up a 20-year plan. If the new committee were to continue with monitoring and working on that plan they could be an asset as well.

The mayor also noted that there is infrastructure funding coming down the line, as Mr. Mitchell mentioned earlier, and we need to be ready for that.

The general consensus was to continue with the water advisory committee. Councilor Jensen made a motion to continue the water advisory committee for another two years.

A MOTION TO CONTINUE THE WATER ADVISORY COMMITTEE FOR ANOTHER TWO YEARS

ROLL CALL: Motion introduced by Marci Hedin and seconded by Tim Askey

Ayes (3): Potter, Askey, Hedin

Nays (0): None

Absent (2): Kay Echaury, Shea Corrigan

The motion carried.



7. UNFINISHED BUSINESS

A. Water Rate Study for District Contract Reviews – Discussion

The council discussed the current contracts and end dates. The City recorder noted that the majority of the contracts do not have an end date, they automatically renew if not terminated.

Jason Wofford stated that he would like to see added to the contract requirements for the water districts to upgrade district infrastructure annually. He said that he would have to consider other things that he would want to add as well, but this is one thing he has consistently been asking of the water districts. Also letting public works inspect repairs on the district's lines.

The mayor asked Jason to communicate with the City Administrator to put together his ideas so that it can be presented to legal for an update.

B. SDC Reviews Reminder (last change 1/1/23, 7.07%)

AKS Engineering recommended an increase of 2.58% increase in accordance with CPI to the SDC rates. It was due to be increased in January.

The proposed rates were read aloud for the record:

Water SDC \$6955 to \$7134
Sewer SDC \$4140 to \$4247
Park SDC \$3585 to \$3677
Street SDC \$2287 to \$2346
Stormwater SDC \$1907 to \$1956

The methodology was not reviewed per R-753 or requested to be reviewed. The mayor asked the council if they had any input on the rate increases and there was none.

The mayor asked for a motion.

A MOTION TO INCREASE THE SDC RATES BY THE RECOMMENDATION OF AKS 2.58% EFFECTIVE FEBRUARY 15, 2024.

ROLL CALL: Motion introduced by Marci Hedin and seconded by Tim Askey

Ayes (3): Potter, Askey, Hedin

Nays (0): None

Absent (2): Kay Echaury, Shea Corrigan



The motion carried.

8. NEW BUSINESS

A. Appointment of Budget Officer for the 2024/25 Fiscal Year Budget

Greg Graven discussed how the staff is doing very well at working with the organizations and the budget. He personally has been working with Kara Corrigan and Kim Steele who have access to CenterPoint, the City's financial software. He conferred with the staff and Ross Schultz and recommends Kara Corrigan as the Budget Officer for the 2024-25 Budget year. He would work alongside her.

A MOTION TO APPROVE RESOLUTION R-818 A RESOLUTION APPOINTING KARA CORRIGAN AS THE BUDGET OFFICER PER ORS. 294.331

ROLL CALL: Motion introduced by Marci Hedin and seconded by Tim Askey

Ayes (3): Potter, Askey, Hedin

Nays (0): None

Absent (2): Kay Echaury, Shea Corrigan

The motion carried.

B. Emergency Shelter – Status of the School Dome in relationship to the bond that financed it – Discussion.

This was recently brought up at a First Fridays discussion with Tim Askey and Kay Echaury. Members of the public were curious about the school dome and the relationship to the Emergency Plan and the highschools role in it and with the changes at the high school are they aware of their role. Councilor Askey did not have any further information on it, he just wanted to look into it.

The mayor noted that we do not really have enough information at this time to discuss it at this time, but asked if Councilor Askey would like to keep it on the agenda, and keep addressing it until we get more information.

Greg Graven noted that he has had discussions with the superintendent and will be continuing meetings with the school regarding this and that he will update the council as the discussions progress.

9. DEPARTMENT REPORTS

A. Administration

B. Police Department

C. Public Works



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The mayor noted that she appreciates the monthly reports for the information, the transparency and show of productivity in the city.

Greg gave a run down of the key items that they have been working on this month. Including working through the 2024-25 grant processes for impound channelization and cyber security. He is also working on a project initiative to help the community and citizens that may not be able to take on what they used to and get the city looking better aesthetically.

The mayor asked the status of the applicants for City Administrator and asked that the applications get sent out to the council to review and discuss how they want to proceed.

The mayor asked the status of the application of the gas service station at 210 Maple St. Jason Wofford gave a brief summary of what has transpired so far.

The mayor asked about the signs at Beulah Park to advise people of where they can park. She also asked about the status of the tree up at Calhoun Park. Jason stated that they are working on them.

Jason Wofford provided a report for public works as well and asked the council if they have any questions. There were no additional questions.

He did also speak of directing the Engineering to break the CIP projects down into micro projects so they could tackle these projects annually without draining the contingency.

10. COUNCIL REPORTS

A. First Fridays 2024 Goals Discussion Continued

The mayor expressed her desire to keep this going as it has been helpful and brought up projects to address.

Councilor Hedin brought up that they were waiting for survey results.

They opted to table this discussion until they had survey results.

11. INFORMATION/ANNOUNCEMENTS

A. City Council is Accepting Applications for Two (City residents) Water Advisory Committee members and two Budget Committee Members

B. City Hall is Closed on February 19th for Presidents Day

C. March 6, 2024 – Strategic Planning Work Session for Yamhill w/ Doug Rux



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12. ADJOURNMENT

The meeting was adjourned at 7:59 p.m.

Respectfully submitted,



Mayor, City of Yamhill

Attest:



Angie Fowler, Recorder